

# Make Your Elections Online: Open Enrollment on MyFlexOnline.com

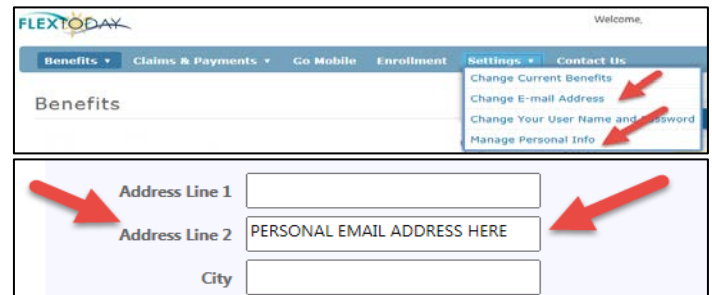
## STEP 1 Log In

Go to [FlexToday.com](http://FlexToday.com) and click on **SECURE Employee Login**. If you're new to the system, use the **New User?** option to setup your account. If you can't log in, use the **Password Reset and User Name Retrieval** link to find your account. If the system does not recognize you, call us at 800-995-5373.



## STEP 2 Update Your Information

Go to the **Settings** tab and verify your email address and home address. If you'd like your confirmation emails sent to your personal email address, enter your personal email address on "Address Line 2."



## STEP 3 Make Your Election

Click on Enrollment and Start Enrollment. If you are a current participant, your current year elections will show under the current year. Enter your elections in the New Plan Year section under Annual Election. The system will automatically calculate your pay period elections for you. Click **NEXT** to continue and confirm your elections.



## STEP 4 Verify New Year Elections

Please verify your election on the next screen. When you click the **Submit** button at the bottom of the page, you have made your election and agree to the terms and conditions of the Plan.

## STEP 5 Print Confirmation **Please print out the confirmation screen for your records.**

You will NOT receive confirmation by email so please print and save your Enrollment confirmation page. Your new plan year election will show online on the first day of the new plan year.

It is important that you printout and save your enrollment confirmation page. If you change your election during the enrollment period and your final election is not correctly reflected in the elections shown online for the new plan year, you can use the enrollment confirmation to correct your elections.

**For assistance, contact FlexToday at 1-800-995-5373 or Flex@FlexToday.com**