



## How to Enroll in the Beniversal<sup>®</sup> Flexible Spending Account (FSA)



1. Go to [www.BenefitResource.com](http://www.BenefitResource.com). Click on **Participants** from the Secure Login section. The secure Participant Login page will open in a new window.
2. To log in, you will need to enter the following:  
**Company Code:** *enloemedical*  
**Login ID:** Default Login ID is the Employee ID provided by your Employer. You may change this upon initial login.  
**Password:** Default Password is set to your 5-digit home zip code. You will be prompted to change this password upon initial login.
3. Select the **FSA/HRA Plans** tab.
4. Click on **Enroll in an FSA** under "Manage your Account".
5. Verify or enter your contact information. Your cards will be mailed to the address on file so please be sure that it is correct. Your Beniversal card will be mailed to the address on file so please be sure that it is correct. If you update your address, please be sure to also inform your Human Resource Dept. of the change. At the bottom of the screen, click "*Continue Enrollment.*"
6. Enter the dollar amount of your Plan Year election(s) for the Medical FSA and Dependent Care FSA. Click **Continue Enrollment**.
7. On the screen that follows, review your elections to be sure that the amounts are accurate. If any changes need to be made, click **Edit Election(s)**. Otherwise, click **Confirm Election(s)**.
8. Read the "FSA Enrollment – Agreement" and then click **I Agree**.
9. Print the "FSA Enrollment Confirmation Statement" and retain for your records.

### Questions?

Call Benefit Resource Participant Services at 800-473-9595.  
Representatives are available to assist you  
Monday-Friday, 8am-8pm (Eastern Time).

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