

The isolved Benefit Services has a one-stop portal which provides you with the tools you need to better support your employees in the management of their pre-tax benefit plans such as Flexible Spending Accounts (FSAs) and Health Reimbursement Arrangements (HRAs). This includes entering enrollments online.

How do I get access to this portal?

1. Access the login page from the [isolved Benefit Services website](#) or [here](#).
2. You and your assigned contacts will be sent a user name and a temporary password.
3. Upon first login, you will be prompted to change the password.
4. Once the password is updated and confirmed, click **Login**.

Welcome

Login to your account

Username:

Password:

Login

Can't login?

[I forgot my password](#)

Online Enrollments – New Plan Year (Re-Enroll)



 **Set up Contributions** Select **Employees** from left menu.

 **Reports** Search for employee to enroll



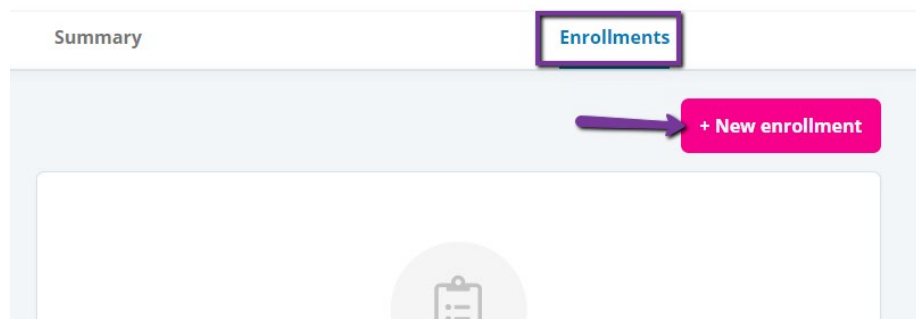
Employees + New employee

Name or ID
john doe I

John Doe	0000129582	
John Doe	0001885734	

Active Employee # 0001323339

Once you have opened the participant's profile, click on **Enrollments**. To add a new one, click on **+New Enrollment**.



Select plan year to enroll the participant, click Next

Select plan(s) to enroll the participant, click Next

Select the payment method from options shown, click Next

Enter effective date and annual election amount.

- a. For HRA plans, the amount is pre-loaded
- b. For transit – enter amount per month

Click **Submit** to complete enrollment.

If the employee can be enrolled in another plan, select **+New enrollment** for any additional plan(s).

An automatic email will be provided to the participant with a guide to the online portal.

To review the enrollment, selections, go to **Enrollments** under the employee's record.