

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)

Select the “Employees” Tab.

Search for employee to enroll

EMPLOYEES ▾ PLANS RESOURCES IMPORTS ▾ LINKS ▾

[View All Employees](#) | [Add Employee](#)

Search Employees

Last Name:

First Name:

Employee Number:

Employee Status: ▾

Search

Recently Viewed Employees

- [Doe, John \(0000129582\)](#)
- [Sample, Jane \(0000241218\)](#)
- [Sample, Sample \(0000241219\)](#)
- [Banner, Bruce \(0002571912\)](#)
- [Employee, Test \(0002895902\)](#)

Recently Created Reports

Once you have opened the participant’s profile, click on “Add New Enrollment”

HOME **REPORTS** **REQUESTS** **EMPLOYEES** ▾ **PLANS** **RES**

John Doe: Profile

Employee Status: Active (1/1/2010)
Employee Number: 0000129582
Division: Sample 2

Add New Enrollment

Profile [Dependents](#) [Account Summary](#) [Enrollments](#) [Contributions](#)

Select plan year to enroll the participant from the drop-down menu

Select plan(s) to enroll the participant

Select the payment method from the drop-down menu

Enter effective date and annual election amount.

For HRA plans, the amount is pre-loaded

For transit – enter amount per month

Click **Submit** to complete enrollment.

If the employee can be enrolled in another plan year, you will see a dialog box asking if you want to enroll the participant in another plan year. If yes is selected, the **Add New Enrollment** page follows

If no is selected, the **Enrollment** page confirmation message “You have successfully added enrollment(s)” follows.

Jane Smith: Add Enrollment



You've successfully enrolled the employee in the following plans:
• PY 2015-FSA Healthcare

Status: Active (12/1/2014)
Division: Sample 1

PY 2015

You will receive a confirmation statement that the enrollment was successfully processed.

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