

The Infinisource one-stop portal gives you 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 [Infinisource 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

- [Chemical, Sample \(0000973414\)](#)
- [Doe, John \(0000129582\)](#)
- [Doe, Joe \(0000241221\)](#)

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

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

Test Employee: Profile

Employee Status: Active (3/6/2017)
Employee Number: 0002895902
Division: Unassigned

Employee Profile Added
There are no enrollments yet for the employee. Click on the 'Add New Enrollment' button to immediately add enrollment(s) now.

Add New Enrollment

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

Add New Enrollment

Plan Year and Plan

Which plan year would you like to enroll the participant in? PY 2017 ▾

Select the plans you would like to enroll the participant in?

- FSA Health Care
- FSA Dependent Care
- Health Reimbursement
- Parking
- Transit

Payment Method: Check ▾

Click **Submit** to complete enrollment.

Add New Enrollment

Would you like to enroll this participant in another plan year?

Yes | No

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.

2016 - 2017 FSA

Effective Date:

Annual Election: \$

Allow Health Plan(s) to Send Healthcare Claims: Yes No

2016 - 2017 DFSA

Effective Date:

Annual Election: \$

2016 - 2017 HRA

Effective Date:

Contribution Level:

Annual Employer Contribution: \$

Eligible Dependents: Effective Date:

2016 - 2017 Transit - Already Enrolled

Effective Date:

Monthly Election: \$

Submit | Cancel

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.

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