

Terminating a Participant Online Enrollment

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 – Terminating a Participant

Select the “Employees” Tab.

Search for employee to terminate.

The screenshot shows the 'EMPLOYEES' tab selected in the top navigation bar. Below the navigation, there are two tabs: 'View All Employees' and 'Add Employee'. The main content area is divided into two sections. On the left, under 'Search Employees', there are input fields for 'Last Name' (containing 'doe'), 'First Name' (containing 'joe'), and 'Employee Number'. Below these is a dropdown menu for 'Employee Status' set to 'Active' and a 'Search' button. On the right, under 'Recently Viewed Employees', there is a list of three entries: 'Chemical, Sample (0000973414)', 'Doe, John (0000129582)', and 'Doe, Joe (0000241221)'. At the bottom of the page, a status bar shows 'nle', '0000973414', and 'Active (1/1/2011)'.

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Click on the status tab.

Click on "Add New Status".

Profile	Dependents	Account Summary	Enrollments	Contributions	Claims	Payments	Status
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Employee Status History

Status Effective Date	Status	Status Details	Actions
12/24/1948	Active	No Additional Details	Add New Status

Change the status to terminated.

John Doe: Add New Status

Employee Status: Active (12/24/1948)
Employee Number: 0001885734
Division: Unassigned

New Status

*Status:

*Status Effective as of:

Enter the first day the new status takes affect. For example, if the employee's last day is 10/1, then the effective date should be 10/2.

* Required field | [Cancel](#)

John Doe: Add New Status

Employee Status: Active (12/24/1948)
Employee Number: 0001885734
Division: Unassigned

New Status

*Status:

*Status Effective as of:

Enter the first day the new status takes affect. For example, if the employee's last day is 10/1, then the effective date should be 10/2.

* Required field | [Cancel](#)

Enter the date of the event.

Click "Add Status".

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Once you have completed these steps, you will receive a confirmation of the change being successfully added.

John Doe: Status

Employee Status: Terminated (8/2/2015)
Employee Number: 0001885734
Division: Unassigned

[Profile](#)
[Dependents](#)
[Account Summary](#)
[Enrollments](#)
[Contributions](#)
[Claims](#)
[Payments](#)
Status

Status Added
You have successfully added a new status.

Employee Status History

Status Effective Date	Status	Status Details	Actions
8/2/2015	Terminated	No Additional Details	Add New Status Remove Status
12/24/1948	Active	No Additional Details	