

FSA Online Enrollment Instructions

GO to Employee Self Service at wald1.seattle.gov/dea/hris/LogOn/LogOn/.

ENTER your employee number and password (if you do not know your employee number, contact your HR rep. For a password reset contact DoIT or the appropriate department contact.)

SELECT Benefits and then Open Enrollment

*(If this is your first time opening the benefits enrollment, please review the OpenEnrollment agreement and **select agree.**)*

CHOOSE Health FSA Plan and/or Dependant Care FSA Plan

STEP 1 - CHECK Enroll / Re-enroll

STEP 2 - ENTER *MONTHLY amount *see note in ESS

STEP 3 - SAVE your changes. The following message will appear :
[Successfully Changed]

To confirm 2013 benefit changes **SELECT Summary of Election**

PRINT copy for your records