

FSA Online Enrollment Instructions

1. **GO to Employee Self Service** www.seattle.gov; “City Employment” under Service and select “Access Seattle Employee Self-Service”
2. **ENTER your employee number and password** (if you do not know your employee number, contact your [department’s HR representative](#). For a password reset contact DoIT or the appropriate department contact.)
3. **SELECT Benefits and then Open Enrollment**

*(If this is your first time opening the benefits enrollment, please review the Open Enrollment agreement and **select agree.**)*
4. **CHOOSE Health FSA Plan and/or Dependent (Day) Care FSA Plan**
5. **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]
6. To confirm 2017 benefit changes **SELECT “Summary of OE Election”**
7. **PRINT a** copy for your records