

Flexible Spending Accounts

Online Enrollment Instructions

1. **GO** to Employee Self-Service at ess.seattle.gov.
2. **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.**)*
3. **CHOOSE** Health FSA Plan and/or Dependent (Day) Care FSA Plan
4. **STEP 1 - Click “Select to change FSA Health Coverage” button.**

STEP 2 - Select “Add/Apply For New Coverage” and enter your monthly coverage amount.

STEP 3 - SAVE your changes. The following message will appear: Election has been saved
5. To confirm 2021 benefit changes **SELECT “Summary”**
6. **PRINT** a copy or take a snapshot for your records