If you are a Higher Education employee, you can contribute to a medical flexible spending account (FSA), limited purpose FSA, or dependent care FSA with ParTNers for Health. To enroll in your Flexible Benefits you will need to use the FSA Enrollment and Election Tool.

To get started, visit optumbank.com/tennessee and click on the "Higher Education employees: Click here to enroll in your Flexible Benefits" link. This will bring you to the Flexible Benefits Enrollment page. Once you are on the Flexible Benefits Enrollment page, select the "Click here to enroll in your FSA" link.

This will bring you to the FSA Enrollment and Election Tool. Click on "Create your new username and password" link under the "New User?" section. Please note, this username and password is only for the FSA Enrollment and Election Tool.

FSA Enrollment and Election Tool

1. Complete **Step 1: User Identification.** Enter your personal information to verify your identity: full legal first name, last name, zip code and Social Security number (SSN). Then click Next. Please note, you will leave the "Employee ID" text field blank.

2. Complete **Step 2: Security Questions.** Select your security question from the drop down menu and enter your applicable answer. Then click Next.

3. Complete **Step 3: Create Username and Password.** Enter a username of your choice and password. Enter your password of choice again in the "confirm password" text field. Then click Submit.

4. Click **Enroll Now** under the "FSA Enrollment and Election Tool" text.

5. On the next page, click **Begin Your Enrollment Now** under the "Enrollment" banner at the top of your screen.

6. Verify your information on the profile page. Click Continue.

7. Check the boxes to confirm you understand the plan rules, and then click Continue. Please note, you must check the boxes for all plan types in order to proceed to the next page.

8. Enter your annual election amount(s). Then select Continue. Please note, you will be able to add dependents after the start of the year in January 2021.

9. Review the check reimbursement payment method page. Then select Continue. Please note, you will have the option to update your reimbursement method from check to direct deposit after the start of the year in January 2021.

10. Review the verification page and then select Submit to complete your enrollment.

11. You will see an on-screen enrollment confirmation with your elections, which can be printed for your records.
How to Enroll in Flexible Benefits

After enrolling
In the coming weeks we’ll send you a welcome kit and your Optum Bank payment Mastercard® in two separate mailings.

The welcome kit will contain your benefit information, details on managing your account and instructions on how to use your new Optum Bank payment Mastercard®.

The Optum Bank payment Mastercard® is one of the fastest, most convenient ways to pay for FSA-eligible expenses. With it there’s no need to pay cash for out-of-pocket expenses, no waiting for reimbursements and there are no paper forms to complete. Plus card transactions happen in real time so your account balance is always up to date.

Beginning December 2020, you will be able to sign in and access your accounts, including a full suite of account features, on optumbank.com/tennessee.

We’re always here
If you have questions about managing your Optum Bank FSA you can go to optumbank.com/tennessee or call 866-600-4984, 24/7, excluding major U.S. federal holidays, to speak to a highly trained account representative.