



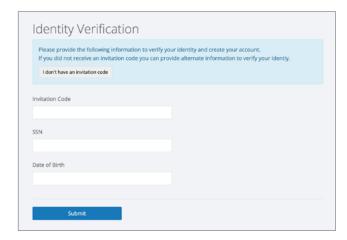
Getting started with your new ParTNers for Health FSA

ParTNers for Health has an all-new FSA enrollment and election tool. It's a faster and easier way to manage your FSA, but to use it you'll need to create a new FSA Enrollment and Election Tool account. This guide will show you how.

To get started, go to optumbank.com/tennessee

Your first steps

- 1. At the top of the page, click **Higher Education employees: Click here to enroll in your Flexible Benefits**. This will take you to the FSA Enrollment and Election Tool sign in page.
- 2. From the FSA Enrollment and Election tool sign-in page, click **create account**. You'll be taken to the Identity Verification page.
- **3.** Enter your nine-digit Social Security Number, followed by your date of birth in MM/DD/YYY format. You will not have an invitation code.
- 4. Click submit; you'll be taken to the next page



Creating your new user name and password

- 1. Choose a user name and enter it in the field marked **UserName**. It should be at least eight characters long and contain both letters and numbers e.g. A to Z and 0 to 9 but *only* letters and numbers.
- 2. Next, choose a password. It should be at least eight characters long and contain at least three of the following character types: uppercase (A to Z), lowercase (a to z), numeric (0 to 9), symbols (!@#, etc.).
- 3. Enter your new password in the Password field, then enter it again in the Confirm Password field

Note: this user name and password is only for the FSA enrollment and election tool

Choosing your security questions

- 1. In the frame marked **Security Challenge Question #1**, in the field marked **Question**, enter a question that only you would know the answer to. For example: your first pet's name. The street you grew up on. Your second-favorite U.S. state. (Your favorite is Tennessee, obviously.)
- 2. Enter the answer to your challenge question in the Answer field, below
- 3. Follow the same process for Security Challenge Question #2
- 4. If you'd like, you can add more challenge questions by clicking Add another security question
- 5. Click Create Account and you'll be taken back to the sign-in page
- **6.** Enter your new user name and password in the appropriate fields, then click **Sign In**; you'll be taken to the enrollment start page

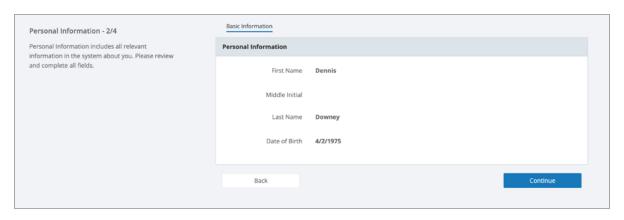
Starting the enrollment process

- 1. You'll first see a welcome message from Optum. Be sure to read all the way to the end, where you'll find links to an FSA user guide, plus information on limited purpose and dependent care FSAs.
- 2. Once you're ready, click Continue

Note: after five minutes of inactivity, this page will time out and you'll be prompted to log in again

Reviewing personal information

- 1. Your full name and date of birth should appear automatically. If there are any errors, please contact your agency benefit coordinator.
- 2. Once you're ready, click Continue

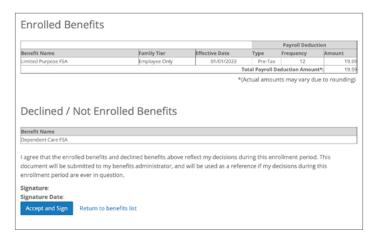


Making your enrollment choices

- 1. All your available FSA options are listed here. Click **Review** to learn more about each plan and how it works.
- 2. If you'd like to enroll, click **Enroll**. You'll be asked a series of questions particular to each plan, followed by accepting that plan's terms and conditions. Please read all the way to the end and click **Accept**, then **Submit**.
- **3.** If you don't want to enroll in a specific plan, click **I am not interested**; a dialog box will appear asking you to confirm your decision. If you click **Confirm**, you'll be taken back to the page in step 1, but you will have the option of revisiting your choice.
- 4. When you've made your enrollment decisions, click Continue and you'll be taken to a confirmation page.

Confirming your enrollment choices

- 1. Here, you'll review the benefits you've enrolled in and those you've declined. Please read this carefully.
- 2. If you're satisfied with your enrollment decisions, click Accept and Sign
- 3. If you would like to review and/or change your enrollment decisions, click Return to benefits list



Submitting your enrollment

- 1. To complete the enrollment process, click Finish and Logout
- 2. If you need another chance to review your enrollment decisions, click **Back**

Finishing it up

1. Once you click Finish and Logout, you'll be automatically logged out of the system

Note: you can log back in at any time during October and still make changes to your 2023 benefit selection

