

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/YYYY format. You will not have an invitation code.
4. Click **submit**; you'll be taken to the next page

Identity Verification

Please provide the following information to verify your identity and create your account.
If you did not receive an invitation code you can provide alternate information to verify your identity.

[I don't have an invitation code](#)

Invitation Code

SSN

Date of Birth

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**

Personal Information - 2/4

Personal Information includes all relevant information in the system about you. Please review and complete all fields.

Basic Information

Personal Information

First Name	Dennis
Middle Initial	
Last Name	Downey
Date of Birth	4/2/1975

Back 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**

Enrolled Benefits

Benefit Name	Family Tier	Effective Date	Payroll Deduction		
			Type	Frequency	Amount
Limited Purpose FSA	Employee Only	01/01/2023	Pre-Tax	12	19.55
Total Payroll Deduction Amount*					19.55

*Actual amounts may vary due to rounding

Declined / Not Enrolled Benefits

Benefit Name
Dependent Care FSA

I agree that the enrolled benefits and declined benefits above reflect my decisions during this enrollment period. This document will be submitted to my benefits administrator, and will be used as a reference if my decisions during this enrollment period are ever in question.

Signature:
Signature Date:

[Accept and Sign](#) [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

Start Your Information Your Enrollment Confirmation

Submit Enrollment

You're almost there! Click **Finish and Logout** to complete your enrollment session.

[Print my confirmation](#)

[Back](#) [Finish and Logout](#)