



## How to Enroll in the Beniversal<sup>®</sup> Flexible Spending Account (FSA) for 2018



1. Go to [www.BenefitResource.com](http://www.BenefitResource.com) between October 30 and November 30. Click on **Participants** from the Secure Login section. The secure Participant Login page will open in a new window.
2. To log in, you will need to enter the following:  
**Company Code:** monroecc  
**Login ID:** Your M Number.  
**Password:** Default Password is set to your 5-digit home zip code.  
You will be prompted to change this password upon initial login.
3. Select the **FSA/HRA Plans** tab.
4. Click on **Enroll in an FSA** under "Manage your Account".
5. Verify or enter your contact information. Your cards will be mailed to the address on file so please be sure that it is correct. At the bottom of the screen, click **Continue**.  
*TIP: If you update your contact information, be sure to also inform your employer of the change.*
6. Enter the dollar amount of your Plan Year election(s) for the Medical FSA and Dependent Care FSA. Click **Continue Enrollment**.
7. On the screen that follows, review your elections to be sure that the amounts are accurate. If any changes need to be made, click **Edit Election(s)**. Otherwise, click **Confirm Election(s)**.
8. Read the "FSA Enrollment – Agreement" and then click **I Agree**.
9. Print the "FSA Enrollment Confirmation Statement" and retain for your records.

### Questions?

Call Benefit Resource Participant Services  
at 800-473-9595.  
Representatives are available to assist you  
Monday-Friday, 8am-8pm (Eastern Time).

The Beniversal Card is issued by The Bancorp Bank pursuant to license by MasterCard International Incorporated.  
The Bancorp Bank; Member FDIC. MasterCard is a registered trademark of MasterCard International Incorporated. ©2013 Benefit Resource, Inc. All rights reserved.