



How to Elect Your Upcoming Year FSA

Go to <https://www.benefitresource.com>

1. Click on Employees from the Secure Login section at the top of the page. The secure Participant Login will open in a new window.
2. Log in to the website using your Login ID and Password. If this is your first time visiting, you will need to register your account. To register, you will need the following information:

- Company Code : monroecc
- Member ID : 9 digit number beginning with M00
- Personal Info : First name, last name, date of birth, zip code
- Access to email or phone number on file with Benefit Resource

Follow the prompts to select a new Login ID and Password. A confirmation code will be sent to your email or through a text message (messaging rates may apply).

3. From the Dashboard, click on the Enrollment/Changes link at the bottom left of the screen.
4. Click on the Continue Enrollment button next to the plan for which you wish to enroll or make a change.
5. Follow the prompts to complete your enrollment. This will include validating demographic data, selecting an election amount(s), and reading and agreeing to applicable Terms and Conditions.
6. **An email with a confirmation code and new election amount(s) will be sent to the email address on file. Retain this for your records. If you do not receive an email confirmation, your election was not properly completed; review your spam or junk folders.**

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