Your Guide to Online Enrollment

Getting started
Open an Internet browser and go to HealthHub.com. Click on Employee Account Login on the top left of the screen. If you have not yet registered, click on the link to Register. Otherwise, login using your username and password to access your PayFlex® accounts.

Registering your account
• Click on the link to Register and enter your member number (which could be your Social Security Number or Employer assigned number) and your zip code and click Register.
  o Select a security question and answer.
  o Then create your own username and password and click Confirm.
• To receive electronic account notifications, select My Settings on left hand navigation.
  o Select Change Email.
  o Enter your email address and then re-enter to confirm and click Submit.
• You will receive a confirmation message once you have completed registration.

Enrolling in your PayFlex® account
• After you have successfully logged in, select Online Enrollment under Quick Links on the My Dashboard screen.
  o Select your Employer from the drop down box.
  o The PayFlex accounts that are available to you will be displayed. Select the account(s) that you wish to enroll in by checking each box. If you do not wish to enroll in a particular account shown, do not check the box.
Enter the amount you wish to have deducted from your paycheck each pay period in the space provided. Please note that the minimum and maximum annual deductions are set by your employer.

Your annual election will automatically be calculated based on the number of pay periods provided by your employer.

Click on **Save My Elections**. This will bring up a confirmation screen showing the account(s) you have selected to enroll in, your per pay deduction(s) and annual election(s). You will also see Terms and Conditions.

To complete the enrollment process, you need to review and accept these terms and conditions. If you agree, click **Submit**.

You will see a final confirmation screen showing the accounts you have been successfully enrolled in. In addition, you will receive a confirmation email if you have signed up to receive electronic notifications from PayFlex.