

## FSA Online Account Management

Manage your FSA online! The fast and easy way to manage your FSA starts here.

### How do I get started?

1. Once your account is established, go to [www.ceridian-benefits.com](http://www.ceridian-benefits.com).
2. Log in using your Social Security number (SSN) with dashes. Your initial Password/Pin is the last four numbers of your SSN reversed.
3. After your initial login, you will be prompted to change your Login ID and your Password/Pin. You will need both Login ID and your Password/Pin for future access to your account.
4. On the home page, click the links or the tabs to access the various pages.

### What will I find?

- **File Claims** - Allows you to submit claims for those plans you are currently enrolled in.
- **My Account** - Where you go to view your profile, account balance and payment history.
- **Plans** - Where you go to see the plan descriptions and related documents.
- **Forms** - Where you go to download forms (direct deposit, physician's statement, personalized claim forms, etc.).

### Take a tour

Let us show you how easy it is to submit your claims online and perform some other typical activities. Please click on the following link to get started, [www.myceridian.com/employeeofsademo](http://www.myceridian.com/employeeofsademo).

If you have forgotten your User ID and/or password or do not have access to the Internet, please call our FSA customer service center at 877-799-8820, Monday through Friday, between 8 a.m. and 8 p.m. Eastern Time.



*manage your benefits with ease*