

Your guide to enrolling online

For Higher Education Employees

It's easy to enroll in a PayFlex® Flexible Spending Account (FSA). Simply visit your PayFlex member website to get started.

Register your PayFlex account

1. Go to **stateoftn.payflexdirect.com**.
2. Click on **Sign In**. Enter your username and password and click **Sign In**. If you don't have a username and password, click **Create Your Profile** and complete the required fields. **Note:** Your ID number is your Social Security number.

After you register your account, you'll see your account dashboard. Now it's time to enroll in a PayFlex FSA.

Enroll in your account

- Once you're logged in, click **ENROLL NOW**.
- Select your **Employer** from the drop down box (if prompted). You'll see the PayFlex account(s) available to you.
- Select the account(s) that you want to enroll in. If you don't want to enroll in a particular account, don't check the box.
- Enter the amount you want deducted from your paycheck each pay period.
 - o Please note the minimum and maximum annual deductions are set by your employer. Your annual election is automatically calculated based on the number of pay periods provided by your employer.
- Click **Save My Elections**.
- Review the confirmation screen.
- Review and accept the terms and conditions. If you agree, click **Submit**.
- You'll see a final confirmation screen. This page will show the accounts you successfully enrolled in. You'll also receive a confirmation email from PayFlex.



Stay connected to your account

To help you stay up-to-date on your account, we encourage you to sign up to receive notifications through email, on the web or both. Click **Account Settings** from the top navigation. Then select **Account notifications**.

Questions?

Visit **stateoftn.payflexdirect.com** or call us at **855-288-7936**. We're here to help Monday – Friday, 7 a.m. – 7 p.m. CT, and Saturday, 9 a.m. – 2 p.m. CT.

PayFlex Systems USA, Inc.

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Financial Sanctions Exclusions. If benefits provided by any agreement violate or will violate any economic or trade sanctions, benefits are immediately considered invalid. PayFlex cannot make payments for claims or services if it violates a financial sanction regulation. This includes sanctions related to a blocked person or a country under sanction by the United States, unless permitted under a written Office of Foreign Asset Control (OFAC) license. For more information, visit <http://www.treasury.gov/resource-center/sanctions/Pages/default.aspx>.

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