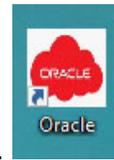**Please follow the instructions below to complete the FSA and/or DCA enrollment(s):**

1.) Login into Oracle. There should be an Oracle Icon on your desktop. If there isn't an icon, the web address is: https://ekzl.login.us2.oraclecloud.com/ . The Username should be your email address, the password should be your Windows Password unless you have changed it. If you do not have a County email address, your Username is Firstname.Lastname. If you have issues logging in and have access to your County email, click on the Forget Password link. If you are still having issues, please contact IT Support at 361-4310.

2.) Click on the House in the top right of your screen or click on the County Logo to go to the main screen.

3.) Click on the Me Tab.

4.) Click on Benefits

5.) Click on Make Changes under your name

6.) Click on Continue located on the upper right hand side

7.) Scroll down to Flexible Spending Accounts and click the Edit icon on the right

Flexible Spending Accounts   ✏ Edit

8.) Scroll to Healthcare FSA or to Dependent Care FSA and click on the Enrolled check box

☑   Enrolled

9.) Click on the edit pencil on the right side   .

10.) Enter the Coverage Amount, please note the Primary Amount (per pay deduction) will reflect the amount of the deduction when you enter the Coverage amount.

Healthcare Flex Spending Account

OK   Cancel

Healthcare Flex Spending Account
Enrolled

33.33
Primary

Coverage

800

120 to 2750, in increments of 0.01

Annual Amount
800.00

Waive Healthcare FSA
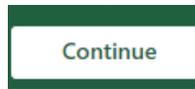
11.) Click on OK.

12.) Scroll down to FSA Debit Card. If you enter an amount for FSA or DCA, please select either Yes I have or would like a Debit Card or No, I would not like a Debit Card:

Continue

13.) Click Continue at the top right of the screen.

FSA Debit Card

Yes, I have or would like a Debit Card

☑   I agree to the Med-I Bank Policies and Procedures
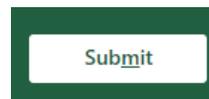
No, I would NOT like a Debit Card

☐   All claims will be submitted manually

I am not enrolled in the FSA or DCA Plans

☐   I am not enrolled in the FSA or DCA Plans

Submit

14.) Click Submit at the top right of the screen.

15.) You can print the deductions for your records

16.) Once finished, click the back arrow in front of your picture to get back to the main page.

For questions, contact Human Resources at ext. 4181.