

# How to Enroll in FSA and/or DCA in Oracle

## **Step 1:**

Login into **Oracle**. There is an Oracle Icon on your desktop (see image below). If enrolling from home, you can use this web address: <https://ekzl.login.us2.oraclecloud.com>.

The Username should be your email address, enter your password. If you don't remember your password, you can click on the Forgot Password link, which will email you a rest link.

If you are still having issues logging into Oracle, please contact IT Support at 979-361-4310.



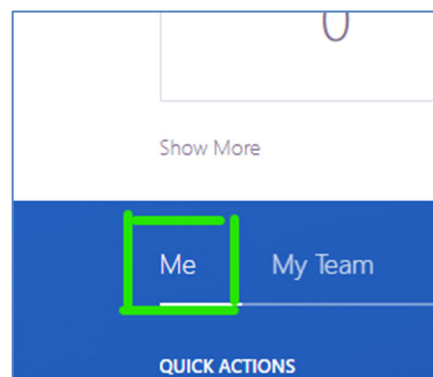
## **Step 2:**

Click on the **Home** button in the top right of your screen or the **County Seal** to go to the main screen.



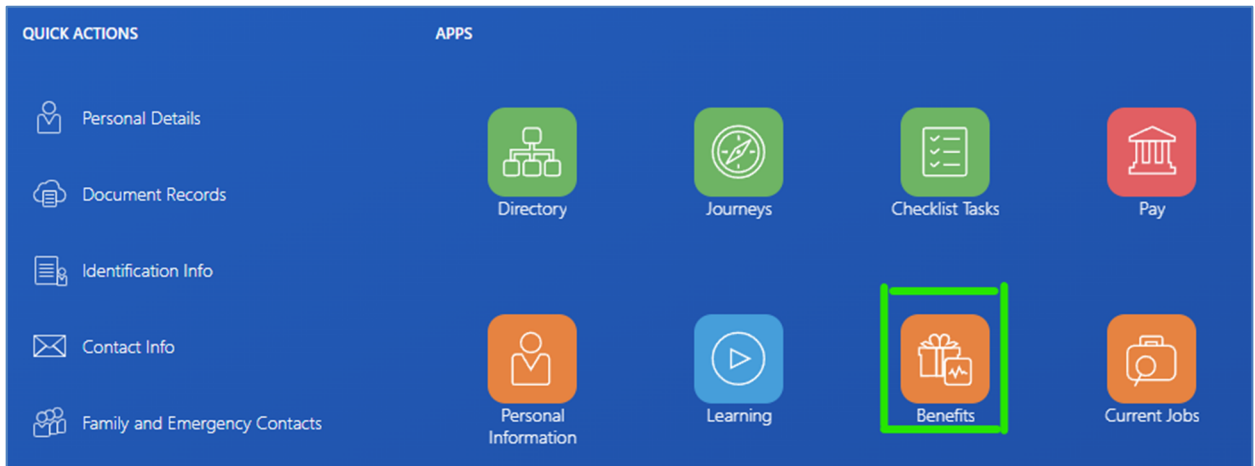
## **Step 3:**

Click on the **Me** Tab.



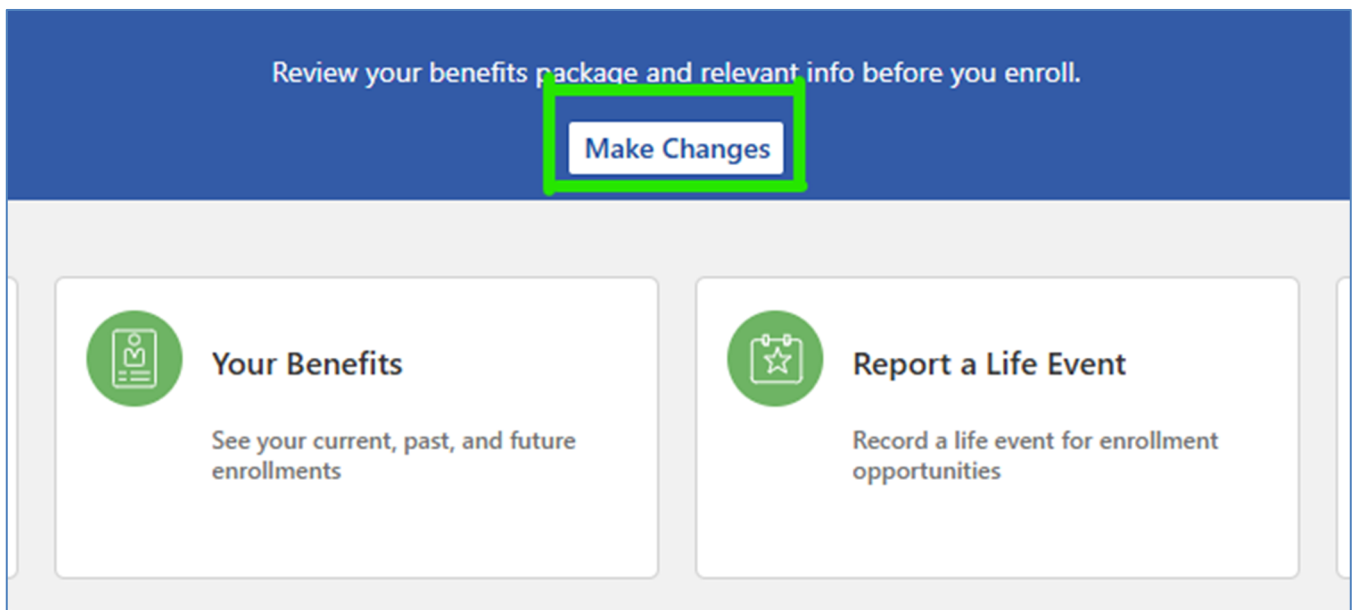
**Step 4:**

Click on the **Benefits** icon.



**Step 5:**

Click on **Make Changes** or **Start Enrollment** under your name.



**Step 6:**

Click on the Continue button located on the upper right-hand side of the screen.



**Step 7:**

Click on the **Accept** button.

## Start Enrollment

### Authorization

Welcome to the Benefits Enrollment system for Brazos County!

Enrollment is available during the first 14 days of employment, during annual open enrollment, and within 30 days of cert

I understand that these elections will remain in effect until the end of the plan year (December 31st). Internal Revenue Ser of a plan year unless I have a qualifying event (family status change). All qualified benefit changes must be reported to th provided no later than 30 days after the Qualifying Event.

I have made my benefit choices as indicated. I certify that the information given herein regarding my dependents are true may be required for certain benefits.

By submitting my benefit choices, I am authorizing Brazos County to deduct premiums from my paycheck for benefit cost my selected providers to initiate and support my coverage.

Accept

Decline

**Step 8:**

Scroll down to **Flexible Spending Accounts** and click the **Edit** pencil icon on the right.

### Flexible Spending Accounts

Edit

HealthCare FSA

Waive Healthcare-FSA

Dependent Care FSA

Waive Dependent Care FSA

FSA Debit Card

I am not enrolled in the FSA or DCA Plans

**Step 9:**

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

### HealthCare FSA

Healthcare Flex Spending Account

Enrolled  
1,000.00 Annually

### Dependent Care FSA

Dependent Care Flex Spending Account

Enrolled  
200.00 Annually

Check this box for Healthcare related expenses.

Check this box for childcare related expenses.

**Step 9 Continued:**

If you do not want coverage, leave the button as **Waived**.

**Step 10:**

Update the **coverage amount** to the election you desire for both FSA/DCA. Tab out and it will update the per pay period premium amount. Click **OK** when done making election.

HealthCare FSA

---

Healthcare Flex Spending Account

---

Healthcare Flex Spending Account  
Enrolled

Coverage

120 to 3050, in increments of 0.01

333.33  
Primary

Dependent Care FSA

---

Dependent Care Flex Spending Account

---

Dependent Care Flex Spending Account  
Enrolled

Coverage

200 to 5000, in increments of 0.01

**Step 11:**

Scroll down to the **FSA Debit Card** section and check on the **I agree** statement.

FSA Debit Card

---

Yes, I have or would like a Debit Card

---

I agree to the Med-I Bank Policies and Procedures

**Step 12:**

Click **Continue**. Congratulations! Your FSA/DCA election(s) have been made.



The screenshot shows a web interface with a blue header bar containing the text 'ounts'. A green box highlights a 'Continue' button in the top right corner. Below the header, there is a table with the following content:

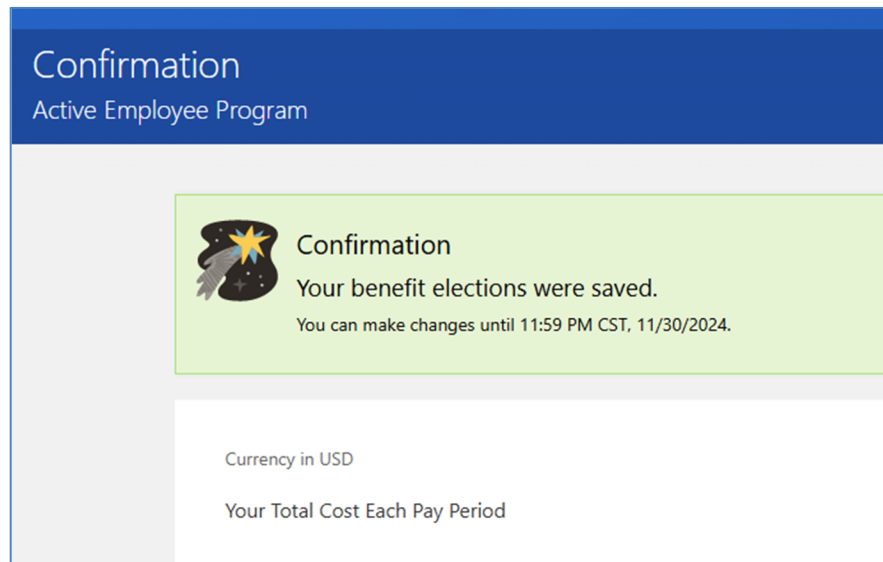
Currency in USD	
Your Total Cost	108.34 Per Pay Period

**Final Step:** Submission – Don't forget to **Submit** your elections and get your **confirmation** screen.



The screenshot shows a web interface with a blue header bar containing the text 'Employee Program'. A green box highlights a 'Submit' button in the top right corner. Below the header, there is a table with the following content:

Currency in USD	
Your Total Cost	345.41 Per Pay Period



The screenshot shows a 'Confirmation' screen for the 'Active Employee Program'. It features a green box with a star icon and the following text:

**Confirmation**  
Your benefit elections were saved.  
You can make changes until 11:59 PM CST, 11/30/2024.

Below this, there is a table with the following content:

Currency in USD	
Your Total Cost Each Pay Period	

For questions, contact **Human Resources** at ext. **4181**.