FSA OE 2024 Instructions

**To enroll in coverage:**

1. Log-in to Hornet HQ (<http://www.hornethq.kzoo.edu>**)**
2. Select “Employee” in the upper left hand cover of the screen.



1. Select “Benefits” in the lower right hand corner of the screen.



1. For “Pending Elections” click on the blue “View & Modify” button.



1. You will have the option to either “waive this benefit” or click on “Choose a Plan” to enroll in the benefit. For this example, update the “Flex Spending Dependent” plan by clicking on “Choose a Plan.”



1. Check “flexible dependent care” and then enter a dollar amount.



1. To enter or manage dependents, click on “Manage Dependents/Beneficiaries.” Save changes. Click on “Add Another” and enter dependent information and save.



1. In the upper left hand corner of the screen under “Benefits Selection” click on “Benefits Enrollment” this will take you back to the enrollment screen.



1. Click “Choose a Plan” next to “Flex Spending Medical”.



1. Select either single or family reimbursement and enter a dollar amount. If you select family, you will be able to manage dependents following the steps outlined in step 6 above. Click save.



1. In the upper left hand corner of the screen under “Benefits Selection” click on “Benefits Enrollment” this will take you back to the enrollment screen.



1. In the Benefits Summary section on the right hand corner of the screen click “review and submit.”



1. Review your elections and the Terms and Conditions. If everything looks OK, click the “I have read and accepted these terms” box and then submit.



**To waive/decline coverage**

1. Log-in to Hornet HQ (<http://www.hornethq.kzoo.edu>**)**
2. Select “Employee” in the upper left hand cover of the screen.



1. Select “Benefits” in the lower right hand corner of the screen.



1. For “Pending Elections” click on the blue “View & Modify” button.



1. To “waive this benefit” click on “Choose a Plan” to click on “waive this benefit”.
2. Save your waived election.
3. In the upper left hand corner of the screen under “Benefits Selection” click on “Benefits Enrollment” this will take you back to the enrollment screen.



1. Repeat steps 4-6 for both plans.
2. In the Benefits Summary section on the right hand corner of the screen click “review and submit.”



1. Review your elections and the Terms and Conditions. If everything looks OK, click the “I have read and accepted these terms” box and then submit.

