Logging Into Workday:

1. Visit workday.uchicago.edu and locate Log in to Workday, either in the list on the left side of the screen, or the button on the right side of the screen below the photograph.

2. Enter your CNet ID and password, click Login.

💡 If you can't remember your CNET ID and password, please go to http://cnet.uchicago.edu.
Enrollment Steps:

1. After logging into Workday, select the **Benefits** application from the home screen.

2. Under **Change**, click on **Benefits**.
3. In the **Change Reason** dropdown list, choose **FSA Increase**.

4. Type or use the calendar icon to select the **Date of Change Request**. New elections will go into effect on the first day of the pay period following the Date of Change Request. Enter *today’s date* for the new election to begin in the upcoming pay period. Changes to Flexible Spending Accounts may not be back-dated or take effect retroactively.

5. Click the **Submit** button.
Quick Reference Guide: Flexible Spending Account (Increase Only)

6. You will see a pop up with the next task to complete. Click Open.

7. You will see your options for Spending Account elections.
8. To increase your coverage, enter the new amount under “How much do you want to contribute for the total year?”

**Enter Only One**

Enter either the amount you want to contribute for the total year OR the amount you want to contribute per paycheck. The other field will calculate automatically.

**Bi-weekly Paid Employees.**

The per paycheck amount will be a bi-weekly amount, not a monthly amount.

💡 Note: You may only **increase** your current contributions using this event. If you are **currently waiving coverage**, you may not elect a new plan. If you are **currently enrolled**, you may not waive or decrease your coverage. If you would like to make a change other than an **increase in current coverage**, please email benefits@uchicago.edu.
9. Click the **Continue** button.

10. Review the final statement regarding benefit elections and click the **I Agree** checkbox to accept the terms. Click the Submit button.

11. Once you have verified your elections, it is important that you print your confirmation statement for your records. To do so, click **Print**. You **do not** need to return a signed copy of the printed confirmation statement to the Benefits Office.