Flex Spending Online Enrollment Instructions

1. To begin online enrollment, go to https://cpaemployee.lh1ondemand.com

2. Follow instructions on the left where is starts with '**FIRST-TIME & EXISTING USERS LOGIN BELOW'.** DO NOT USE THE CODE BOX. PLEASE USE THE USERNAME AND PASSWORD BOX ON THE RIGHT.

a. To login for the FIRST TIME both your username and password will be the first initial of your first name, your last name, and last four of your social security number (example jsmith1234). The system will automatically ask for a new password.

b. If you have already logged-in and changed your password your username will always be the same as above, and the password will be what you had changed it to. There is a "forgot password" option if needed. (you can also use the "forgot password" option if you have locked your account)

c. Please confirm your mailing address is correct and your e-mail address. If an e-mail address does not appear please add one as this is the primary means of communication.

Click the Enroll link in the Actions column. Next, click the link Begin Your Enrollment Now.

Enter the Participant Profile information and click, Continue.

Enter Your Election amount for the appropriate plans—If you aren't enrolling in a plan, leave the field BLANK—do not put any value in the field. Click Calculate. The system automatically calculates your payroll deductions based on your payroll periods. Click Continue.

Review and verify enrollment information. To update information, click the Edit Information buttons. When verified, click Submit to complete enrollment.

The Enrollment Confirmation displays. Click Next Steps to view the Next Steps documents and click Print to print the Enrollment Confirmation for your records.

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