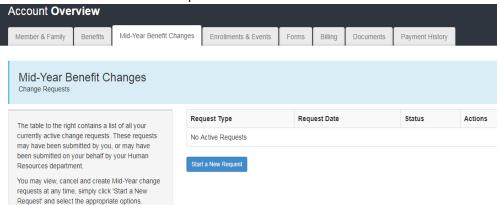
- 1. To submit a request sign in to your Member Portal. If you are a State of Kansas employee or employed by a Non-State Employer sign in here: https://sehp.member.hrissuite.com/ If you are employed at ESU, KSU, KU, KUMC or PSU sign in here: https://sso.cobraguard.net/seer_login.php
- 2. Click on the Mid-Year Benefits Changes tab.
- 3. Click on the blue Start a New Request button.



- **4**. Choose the appropriate FSA Mid-Year Change (health care or dependent care), review the User Agreement and Attestion and click the blue Continue button.
- **5**. <u>For Dependent Care FSAs</u>, click on the Change Reason. Enter the date for the change, the annual contribution amount and the per paycheck contribution amount (per month contribution for non-state employees). Additional comments can be added in the Request Note box. Then click on the green Submit Request button.



6. <u>For Limited Health or Health Care FSAs</u>, click on the last Change Reason, Ineligible Dependent (there is no reason currently in the system for COVID). Enter the date for the change, the annual contribution amount and the per paycheck contribution amount (per month contribution for non-state employees). Additional comments can be added in the Request Note box. Then click on the green Submit Request button.

