

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.



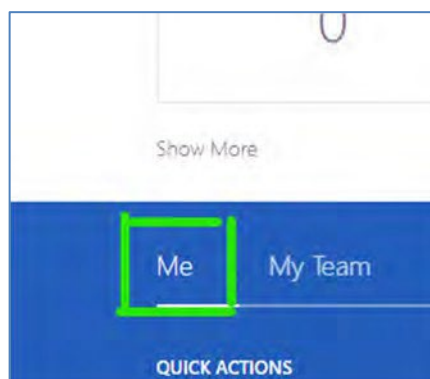
Step 2:

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



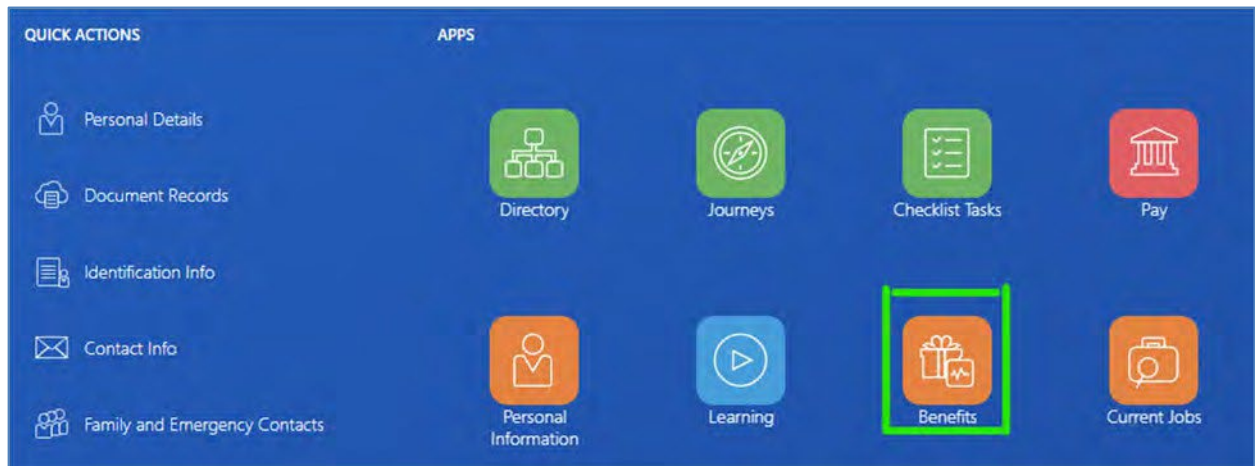
Step 3:

Click on the **Me** Tab.



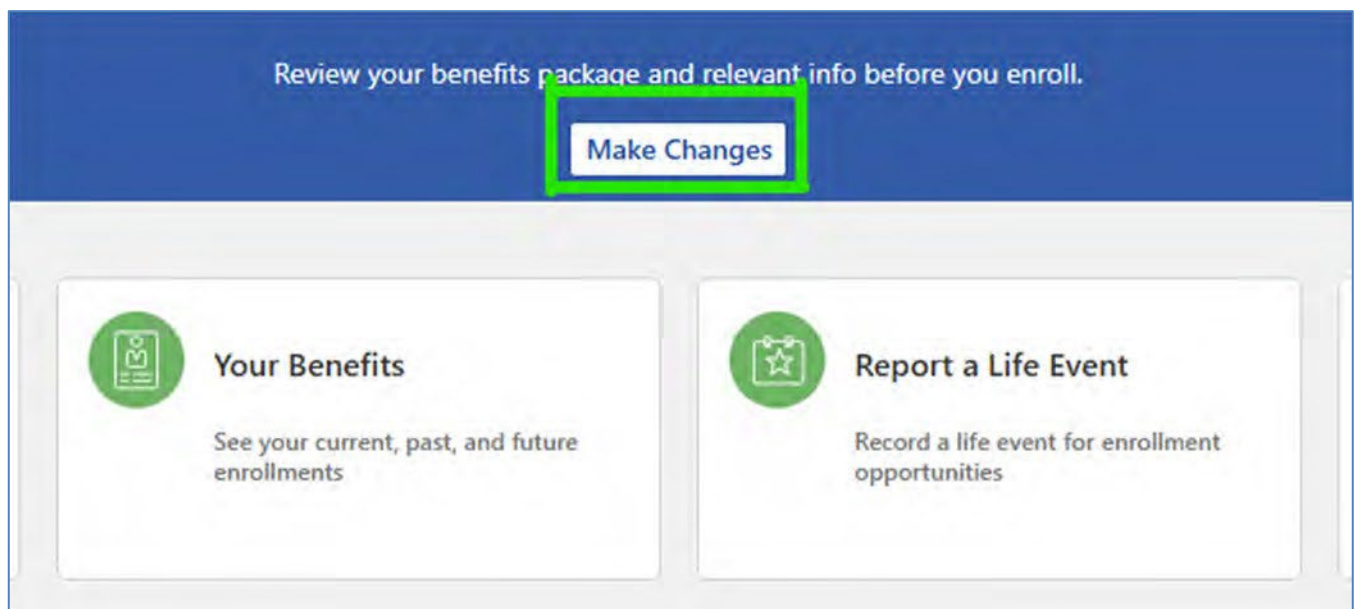
Step 4:

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

OK

Cancel

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

OK

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.

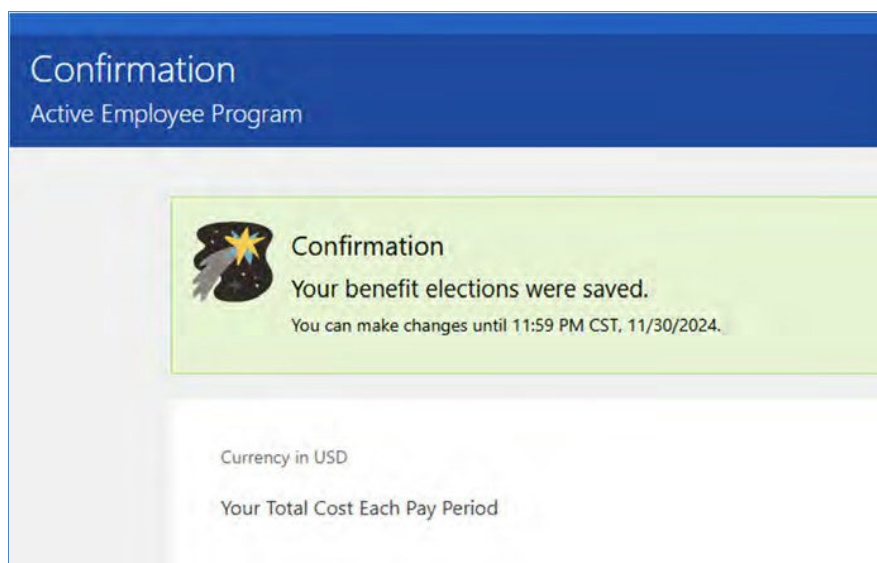


This screenshot shows a web interface with a blue header bar. On the right side of the header, a button labeled "Continue" is highlighted with a green rectangle. Below the header, the text "Currency in USD" is visible. The main content area displays "Your Total Cost" followed by a large number "108.34" and the text "Per Pay Period" below it.

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



This screenshot shows a web interface with a blue header bar. On the right side of the header, a button labeled "Submit" is highlighted with a green rectangle. Below the header, the text "Currency in USD" is visible. The main content area displays "Your Total Cost" followed by a large number "345.41" and the text "Per Pay Period" below it.



This screenshot shows a confirmation screen with a blue header bar. The header contains the text "Confirmation" and "Active Employee Program". Below the header, there is a green box with a star icon and the text "Confirmation Your benefit elections were saved. You can make changes until 11:59 PM CST, 11/30/2024." Below this box, the text "Currency in USD" is visible. The main content area displays "Your Total Cost Each Pay Period" followed by a large number "345.41" and the text "Per Pay Period" below it.

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