



# Entering a New Dependent Day Care FSA Claim

Below you will find a step-by-step guide for filing a dependent day care claim online.

## Logging into MyEnroll.com

Visit [www.MyEnroll.com](http://www.MyEnroll.com) using the Internet browser of your choice (Firefox, Chrome, etc.).

Next, enter your User Name and Password, and click Sign In. Note: If this is your first time logging into [www.MyEnroll.com](http://www.MyEnroll.com), you will be required to complete the security questions before accessing the system to manage your claims.

Forget your User Name and/or Password? Just click Forgot User Name or Password and follow the instructions provided to receive your login credentials.

MyEnroll<sup>360</sup>

Sign In

Remember Me

[Forgot User Name or Password](#)

[FIRST TIME USERS](#)

## Accessing the FSA Claims Online Entry System

After you have logged in, you will be directed to the Employee Profile Page.

Using the menu, select Enter FSA Claims Online from the Flex Spending Accts. section.

### Flex Spending Accts.

- ☆ Enter FSA Claims Online
- ☆ View Acct. Balances & History
- ☆ Health Care Expense List
- ☆ FSA Central Knowledge Base
- ☆ Manage Direct Deposit (ACH)

## Entering a New Dependent Day Care Claim

Click on the Start New Claim button to begin.

**Note:** On the FSA Claims Entry screen, you can also click on tabs to view claims that are pending submission as well as your submitted claims history.

### FSA Claims Entry

[Start New Claim](#) [Help](#)

Pending Submission		Submitted Claims History					
Refresh Data							
Submit for Processing	Batch Number	Entered On	Supporting Documents	Description	Total Amount	Est. Batch	Delin. Batch
No claims are waiting to be submitted.							

## Adding a Dependent Day Care Expense to Your Claim

You will now see the FSA Claims Entry - Enter Expenses screen.

Click on the Enter Dependent Day Care Expense button to begin adding individual expenses to your claim.

### FSA Claims Entry - Enter Expenses

**Step 1: Batch Information**  
Enter a brief description to help you identify this batch of claims. You view them at a later time. If there is a pre-populated description, you may change it.

**Batchname**

**Today**

**Batch**

**Batch Entered**

**Description** (Batch Number TAB)

**Step 2: Enter Expenses**  
You may enter HEALTH CARE, MEDICAL, DENTAL, PRESCRIPTION, VISION, OVER THE COUNTER and DEPENDENT DAY CARE expense items.

[Enter Health Expense](#) [Enter Dependent Day Care Expense](#)

**Step 3: View Your Expenses**

Claimant	Date of Service	Expense Type	Provider	Invoice #	Amount	Delin. Start	Est. Start
No expenses have been entered.							

**Step 4: Attach Supporting Documents**  
You may enter at least one expense before you can attach documentation. After you have entered at least one expense, you will be able to choose from two options to attach your supporting documents (i.e., receipts, EOBs).

**Step 5: Cancel this Claim**  
Click the Cancel button to return to the FSA home page.

[Cancel](#)

## Providing Expense Details

1. Select the claimant using the drop-down box. If the dependent is not listed in the drop-down box, click on the Add Dependent button.
2. Enter the Dates of Service. A calendar tool is available to help you accurately populate these fields.
3. Using the drop-down box, select the provider associated with your expense. If the provider is not listed, you can also click on the Search Provider button to find your provider's name. Enter the nine-digit Social Security or Tax Identification Number (TIN) for your day care provider or you can also search for your day care provider's name.
  - If you search for a provider who is listed in MyEnroll.com, the provider's name will appear in the results menu. Click on the name in the results menu to add the provider to your claim.
  - If you search for a provider who is not yet listed in MyEnroll.com, you will receive a "No Providers Matched your Search" message. You will need to type the Social Security Number or TIN for the provider and the provider's name. Then, click on the Use what I have typed button.
4. The Expense Type will automatically populate with Dependent.
5. Enter the dollar value of the expense that you are claiming.
6. When you have entered all of the above information:
  - If you'd like to add additional expenses click on the Save & Enter Another button.
  - If you are finished, click on the Save & Close button.
  - You can also clear all fields and start over by clicking on the Clear Fields button.
  - Or, click on the Cancel button to close the window and return to the previous screen.

**Helpful Tip:** As you submit claims, the associated providers will be stored in the drop-down list to make future submissions even faster and more convenient.

### FSA Claims Entry - Enter Expenses

#### Step 1: Batch Information

Enter a brief description to help you identify this batch of claims if you view them at a later time. If there is a pre-populated description, you may change it.

Employee  
Today  
Batch  
Batch Entered

Description [Batch Number TBD]

#### Step 2: Enter Expenses

You may enter health (i.e., Medical, Dental, Prescription, Vision, Over the Counter) expense items.

[Enter Health Expense]

#### Step 3: View Your Expenses

Claimant	Dates of Service	Expense Type	Provider	Procedure	Amount	Delete Item	Edit Item
No expenses have been entered.							

#### Step 4: Attach Supporting Documents

You must enter at least one expense before you can attach documentation. After you have entered at least one expense, you will be able to choose from two options to attach your supporting documents (e.g., receipts, EOBs).

#### Step 5: Cancel this Claim

Click the Cancel button to return to the FSA home page.

[Cancel]

## Claims Entry Options

After providing your expense details, you will be directed back to the FSA Claims Entry - Enter Expenses page, where you can see your newly added claim. From this page, you can complete the following options:

### B. Enter Dependent Day Care Expense

Click on this button if you forgot to list one of your expenses.

### C. "Delete"

Click on this link only if you want to remove the claim information

### D. "Edit"

Click on this link to update the claim information.

### E. Upload Claim Receipts to Attach to Your Online Submission

Click on this button to include receipts and other supporting documentation with your claim.

(See step below for instructions on uploading claim receipts.)

### F. Print a Claim Form to Fax or Mail Your Claim Receipts

Click on this button to print your claim form and attach receipts to the printed copy. This submission should be sent via fax or USPS mail. The fax number and mailing address is provided on the claim form that you can print.

### G. Save Work

Click on this button if you do not want to submit your claim right now but would like to save your claim for submitting later.

**Note:** Depending on their benefit elections, some users can also enter Health Care claims from this screen. These users may do so before or after entering a Dependent Day Care claim by clicking on the [Enter Health Expense](#) button. For step-by-step instructions on entering a Health Care claim, please see here.

### FSA Claims Entry - Enter Expenses

#### Step 1: Batch Information

Enter a brief description to help you identify this batch of claims if you view them at a later time. If there is a pre-populated description, you may change it.

Employee  
Today  
Batch  
Batch Entered  
Claim Amount \$150.00

Description [Batch Number TBD]

#### Step 2: Enter Expenses

You may enter health (i.e., Medical, Dental, Prescription, Vision, Over the Counter) and Dependent Day Care expense items.

[Enter Health Expense] [Enter Dependent Day Care Expense]

#### Step 3: View Your Expenses

Your expenses will not be submitted for processing until you have completed Steps 4 and 5.

Claimant	Dates of Service	Expense Type	Provider	Procedure	Amount	Delete Item	Edit Item
	11/01/21-11/09/21	Dependent	ABC Daycare	Dependent Day Care	\$150.00	[Delete]	[Edit]

#### Step 4: Attach Supporting Documents

Choose a button below. [Detailed Instructions](#)

[Upload Claim Receipts to Attach to Your Online Submission] OR [Print a Claim Form to Fax or Mail Your Claim Receipts]

#### Step 5: Save Claim and Return Later

Click the "Save Work" button to save your entries so you can return later to continue setting up your claim submission.

[Save Work]

