Instructions for Online Flexible Spending Account(s) Enrollment


2. From the LSU home page, click on the MyLSU link located in the upper left-hand side of the page.

3. You will be prompted to enter your MyLSU ID or Email Address and Password.

4. Once you have successfully logged in and are presented with your MyLSU desktop, select the option Employee Resources, then select FLEX ANNUAL ENROLL.

5. Flex enrollment page will display your current demographic information and current flexible spending participation.

6. To elect a health care spending or dependent care spending account, click YES for desired account and enter the 2016 annual target amount. After entering the Annual Target amount click SUBMIT.

7. A confirmation page and an email message will appear once the edesired election has been submitted. If the election is incorrect, there will be a link in the email confirmation for the employee to return to MyLSU to make changes.

8. If you do not receive a confirmation page, then your Flex Enrollment did not process correctly. Please go back and re-complete the process.

*Note: Annual Target amounts will be rounded to even whole dollars in order to comply with IRS regulations and Payroll processing requirements.