

If you are currently enrolled in a Flexible Spending Account - How to enroll online for FY 25

Enroll online. To begin online enrollment, go to <https://cpaemployee.lh1ondemand.com>

- 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)

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

Print to print the Enrollment Confirmation for your records.