

Flexible Benefits Consumer Portal Instructions

To access our secure portal, please visit our website at: www.csONE.com

Click on the “**FSA/HRA Participants**” tab at top, to access the Flexible Benefits Participants page.

Click on the “**Consumer Portal - Secure Login**” button at top right.

Once you’ve logged into the Consumer Portal...

Where to add your dependents

- ▶ From the **Home page** of the Consumer portal, from the row of tabs near the top of the page, hover over “**Accounts**.”
- ▶ Navigate down to “**Profile**,” click on “**Profile Summary**.”
- ▶ “**Dependents**” is on the right side of the screen. Click on “**Add Dependent**.”
- ▶ Click on “**Submit**” once completed.

Where to add your bank information for Direct Deposit (EFT):

- ▶ From the **Home page** of the Consumer portal, from the row of tabs near the top of the page, hover over “**Accounts**.”
- ▶ Navigate down to “**Profile**,” click on “**Banking/Cards**.”
- ▶ Bank Accounts is on the left side of the screen. Click on “**Add Bank Account**.”
- ▶ Click on “**Submit**” once completed.

Consumer Portal

Secure Login

Need help getting started?

Download our **QuickStart Guide**

**Our Flexible Benefits team
is here to support you!**

Questions?

Call Us: 1 (888) 227-9745 ext. 2040

Hours: Monday - Friday 8:00am to 4:30pm

E-mail: flexiblebenefits@csONE.com