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.