Member workflow

1. Visit the Pension Boards website and log in https://www.pbucc.org. Once logged in you will be redirected to the Benefits Selection page. Click on the FSA Enrollment link.

2. The online FSA Enrollment form will load. Fill in your FSA elections and submit the form.
You will be able to review your selections and do a final submission. You also have the option to cancel and make changes to your selection at this point:

3. Finally submit your enrollment for approval by employer.
4. Email confirmation is sent to the employee whenever they submit an enrollment form.
5. Email notification is sent to the employer whenever an enrollment form is submitted by one of their employees.
Employer workflow

1. When an employer is ready to process an enrollment by one of their employees, they would navigate to https://employers.pbucc.org and login.

2. Click on the “FSA Enrollment” menu item.

3. The employer will be redirected to the approval page which list all the FSA applications waiting for approval.
4. Click the “View” link to see the FSA enrollment details

5. Choose “Approve” or “Reject” and click the submit button

6. An email notification will be sent to the employee who submitted the FSA Enrollment online.