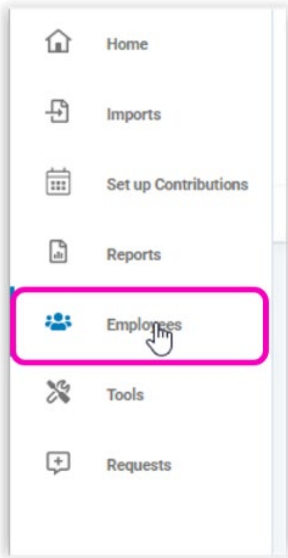
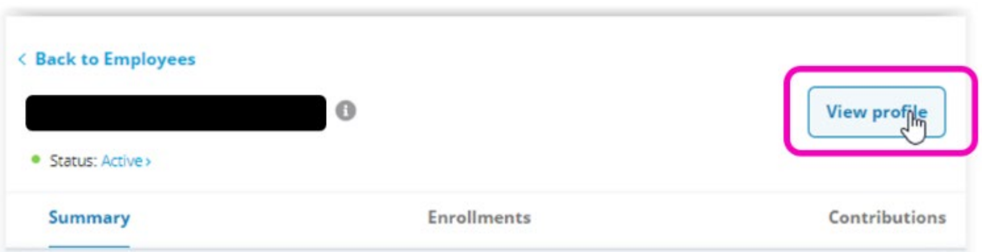
How to Update Participant's Demographics

This one-stop portal gives you the tools you need to better support your employees in the management of their pre-tax benefit plans such as Flexible Spending Accounts (FSAs) and Health Reimbursement Arrangements (HRAs).

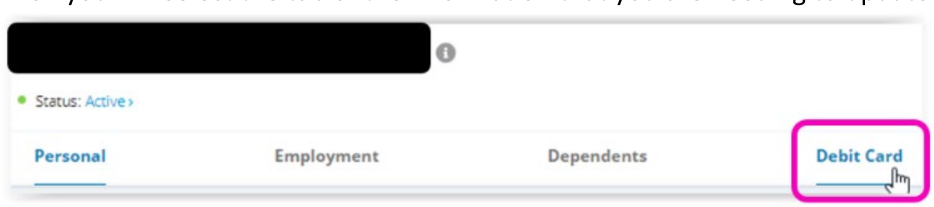
Go to the **Employees** tab on the employer portal.



- Search for the participant or type name in the search bar.
- Once you locate the participant, select the participant's name.
- This will open their data.
- To the right of their name (at the top of screen), click on View Profile.



- Then you will select the tab of the information that you are needing to update



- Update any information and then click **Submit** at the bottom of screen.