1. To submit a request sign in to your Member Portal. If you are a State of Kansas employee or employed by a Non-State Employer sign in here. If you are employed at ESU, KSU, KU, KUMC or PSU sign in here.

2. Click on the Mid-Year Benefits Changes tab.

3. Click on the blue Start a New Request button.

4. Choose FSA Dependent Care Mid-Year Change, review the User Agreement and Attestion and click the blue Continue button.

5. Click on the Change Reason – If none of the reasons apply, choose *Change in Dependent Care Cost*. Enter the future date for the change, the annual contribution amount and the per paycheck contribution amount (per month contribution for non-state employees). Additional comments can be added in the Request Note box. Then click on the green Submit Request button.