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 here. If you are employed at ESU, KSU, KU, KUMC or PSU sign 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.