

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.

**Account Overview**

Member & Family | Benefits | **Mid-Year Benefit Changes** | Enrollments & Events | Forms | Billing | Documents | Payment History

**Mid-Year Benefit Changes**  
Change Requests

The table to the right contains a list of all your currently active change requests. These requests may have been submitted by you, or may have been submitted on your behalf by your Human Resources department.

You may view, cancel and create Mid-Year change requests at any time, simply click 'Start a New Request' and select the appropriate options.

Request Type	Request Date	Status	Actions
No Active Requests			

[Start a New Request](#)

4. Choose FSA Dependent Care Mid-Year Change, review the User Agreement and Attestation 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.

**FSA (Dependent Care) Mid-Year Change**

**Change Reason**

- Child or Adult Dependent Starting Daycare
- Dependent No longer Attending Daycare
- Change in Dependent Care Cost
- Spouse Loss of Employment
- Spouse Gain of Employment
- Dependent Age Off 14
- Death of Spouse
- Death of Dependent

**Date of Event**

**Employee Annual Contribution** \$

**Employee Per Paycheck Contribution** \$

**Request Note**

[Submit Request](#)