FundMyESPP

Enrollment Instructions

Enrolling in your Company's ESPP

1) Click on the Self-Service link on your Company's intranet website

2) On the Main Menu on the left, expand the folder called "Employee Self Service"

3) Click on the "Benefits" option
    a. You may be prompted to update your dependent or beneficiary information; you may do so, but it is not required for ESPP enrollment

4) Click "Next" in the bottom right corner

5) Select Option #2 "Employee Stock Purchase Plan", and click "Next" in the bottom right corner

6) You will now see your current ESPP contribution amount and can update it by selecting "Update Benefits" in the bottom right corner

7) There are two steps to updating your ESPP contribution; make sure that both steps are completed
    a. Select the check box next to "ESPP". The "Decline Coverage" box should now be blank
    b. Enter the dollar amount that you would like to be contributed *Each Pay Period*. This amount should match the amount that you have applied for and been approved for through FundMyESPP

8) Click "Next" in the bottom right corner

9) You will now see your contribution amount with a "Coverage Start Date". This date should be the first day of the upcoming Quarter. For example, if you are enrolling for the 1st Quarter of 2019, the date should be 01-Jan-2019. If this date is not correct, your enrollment is not complete. You should go back and re-enter the information

10) After checking that all information is correct, click "Finish" in the bottom right corner

**Remember that Enrollment is done separately and in addition to applying for funding through FundMyESPP. It is your responsibility to make sure that your Enrollment is complete prior to the deadline and that the amount matches your FundMyESPP application.*