Login

Access the Skylight Financial Corporate website at: http://www.skylightfinancial.com

1. Select the Employer Products & Support on the menu screen and click on the Enrollment link in the dropdown menu

OR

2. Select the Enrollment link at the bottom right of the website (see circled in red below)
3. Enter the Login ID that was provided to you by Skylight.

4. Enter the Password: You must set your password upon first login. Please select any four-digit number that you prefer.

5. Click the Login button to continue.
6. Select the appropriate language icon, English or Español.
7. Enter the **16-digit card number** in the card number field. Please do not include any dashes or spaces in the card number.

8. Select OK.
9. Enter the information in the fields provided. The required fields are denoted with an asterisk (*). The entry format is indicated within each field.

- The **Name** field should be completed with the full name (First and Last).
- Enter the **Social Security Number** with 9 digits and NO dashes or spaces.
- Enter the **Date of Birth** using the following format: MM/DD/YYYY.
- If the enrollee’s **Mother’s Maiden Name** is available, please enter it. This information is used to positively verify the identity of the enrollee when they call Customer Care.
- Enter the **E-Mail Address** to receive future communication from Skylight.

10. Select Submit.
11. A new screen will appear providing you with the account and confirmation numbers.

- Select the **click here** hyperlink to view a printable voided check before proceeding. (Circled in red below)
12. As an option, the voided check has a signature panel available if you wish to have the employee sign and use as a signature card. If your company is entering the enrollment application in payroll, you may either print the check to use for payroll purposes or use the information from the Instant Issue Pack.

13. Select the Click here to Print hyperlink if you wish to print the voided check.
14. After closing the voided check screen, click the **Done** button.

15. Another confirmation screen will appear which provides the enrollee’s new Skylight account number and the confirmation number.

![Image of Skylight Financial Online Enrollment](image)

**Online Enrollment**

Account Number: 6009507485

Confirmation Number: 20889997

Congratulations and Welcome to Skylight. Your account enrollment was successful.

[Enroll Another] [Print Page] [Logoff]

16. Choose either **Enroll Another** to continue enrolling or **Logoff** to exit the online enrollment process.

17. Select **Logoff** (located below the language icons) to exit Online Enrollment.

18. Remind the enrollee to call the activation number (located on the sticker that is affixed to the front of the card) to activate their card by choosing a PIN number.