



Open Enrollment Period for 2017 FSA Enrollment

The open enrollment period to enroll in the 2017 plan year for Flexible Spending (Health Care and /or Dependent Care) will run from **November 1, 2016 – December 2, 2016**.

What are the two FSA available accounts?

Health Care FSA is used for eligible medical and dental expenses that are not covered by insurance plans. Some examples of eligible expenses include: deductibles and copayments under medical and dental plans; orthodontic care; chiropractic care; eyeglasses and contact lenses. This account is for the eligible expenses of the employee as well as the employee's dependents (spouse and/or children under age 26).

Dependent Care FSA is used to pay for certain dependent care expenses incurred because you (and your spouse, if married) are employed. Eligible expenses include charges for the care of children age 12 and under. **THIS ACCOUNT IS NOT FOR MEDICAL AND DENTAL EXPENSES FOR YOUR DEPENDENTS.**

Importance of providing your email address to WageWorks

WageWorks offers options to receive communications from them. The fastest, most efficient way is to provide WageWorks with your personal or work email address. By providing them with your email address you will receive:

- Email confirmation of your FSA enrollment
- The Quick Start Guide - detailed information about managing your WageWorks FSA account(s), navigating their website, and filing claims
- Important updates and alerts

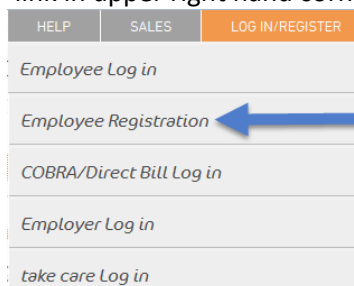
Getting started with the WageWorks FSA for 2017 (for 1st time participants)

How do I enroll with WageWorks for 2017 if I have NOT previously participated in FSA?

1. Log onto www.wageworks.com between **November 1, 2016 and December 2, 2016**
2. Click on the orange “Log In / Register” button in the upper right hand corner



3. Click on “Employee Registration” link in upper right hand corner



4. Complete the “First Time User Registration” steps. Click NEXT after each one.

Before You Start
Have your contact and bank information handy.

Follow These Steps

1	2	3	4	5	6
Identify Yourself	Accept User Agreement	Enter / Verify Contact Info	Enter / Verify Reimbursement Method	Select Preferences	Select Username & Password

5. When asked to “Identify Yourself”, your ID Code is the **last 4 digits of your Social Security number**.
NOTE: WageWorks does not have your full Social Security number. Click NEXT when finished.

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Health Care FSA 2017

Plan Year: 1/1/2017
 Claim By: 3/31/2018

Maximum Election: **\$2,600.00**
 You Can Save: \$1,040.00

Election Amount	Estimated Tax Savings	# of Pay Periods	Per Pay Period
<input type="text"/>	\$0.00	<input type="text"/>	\$0.00


Dependent Care FSA 2017

Plan Year: 1/1/2017
 Claim By: 3/31/2018

Maximum Election: **\$5,000.00**
 You Can Save: \$2,000.00

Election Amount	Estimated Tax Savings	# of Pay Periods	Per Pay Period
<input type="text"/>	\$0.00	<input type="text"/>	\$0.00

You can update your reimbursement method by clicking on **“Profile”** in the upper right hand corner. You may also update your communication preferences (text, email, US mail) by selecting the **“Preferences”** link. You’ll receive an email confirmation of your enrollment once the online enrollment process is complete.

WageWorks

ALERTS & MESSAGES **PROFILE** HELP LOG OUT

DASHBOARD

CLAIMS & ACTIVITY

CALCULATORS

CARD CENTER

EXTRA BENEFITS

February 3, 2015

CONTACT INFORMATION

PREFERENCES

REIMBURSEMENT METHOD

TAX SAVINGS

USERNAME & PASSWORD

Commuter, Health Care and Dependent Care:

You can have your payments deposited into your personal bank account. If you do not elect direct deposit, payments will be made by check to the address in your Profile.

Reimburse Payments by

☒ Direct Deposit

☐ Check

Bank Name

Enter banking information.

Bank Account Number

Bank Routing Number

Type of Account

☒ Checking

☐ Savings

Save Changes

Discard Changes