Go online to: www.mycrosbybenefits.com

For current “mycrosbybenefits.com” users:

If you already have a “mycrosbybenefits.com” account, enter your Email Address & Password under Returning Users to log in. Use the “Forgot Password?” and/or “Forgot Username?” functions if needed. Skip to Step #4.

For NEW “mycrosbybenefits.com” users:

If you have never set up a “mycrosbybenefits.com” account, complete the New User Registration Section and follow the prompts to set up your user account. You will need to provide:

   a. Email (BC email address)
   b. Date of birth (mm/dd/yyyy)
   c. 5 digit zip code
   d. Eagle ID # (1st eight digits on your BC ID card)  Do NOT enter Social Security #.

Follow instructions as prompted and click on “Register.” If you do not know your e-mail address, you will not be able to proceed; please contact the Benefits Office for assistance at x2-3329.

Upon logging in successfully, you’ll be directed to the Lobby.

Choose the green “Reimbursement Accounts” button for the FSA Web Enrollment.

Click the red “Enroll Online” link under the Alerts and Notifications section.

Once clicked, you’ll be directed to the Online Enrollment screen where you can enroll in the Medical Care FSA ($2,550 maximum) or the Dependent Care FSA ($5,000 maximum) for the 2015 plan year. Be careful to enroll in the correct plan. The Dependent Care Account is for dependent care expenses (child care, after school programs, summer camps) incurred because you and your spouse (if married) work. It is not for medical or dental expenses for your children/dependents.

Click the “Elect” link next to the account type. Once selected, enter the ANNUAL AMOUNT you’d like to elect and then click the “Submit” button. Upon submitting, you’ll be redirected to the Online Enrollment screen which will display your election and the election date. You may print this page as a confirmation.

To receive electronic notices and statements go to the Lobby, click on “Reimbursement Account Information & Preferences,” then click on the Profile tab. You may edit your personal information and request electronic or paper mailings (the system defaults to paper). We encourage you to request electronic mailings to ensure timely receipt of information and requests.

You may also go to the Profile tab above to request an extra Debit Card for a family member.

When your election has been submitted, log out. During the Open Enrollment period, you may change your election if needed. Your last submission will be recorded.

If you have any questions during the online enrollment process, please contact Crosby Benefit Systems:

   phone: 1-866-918-9711
   e-mail: servicecenter@crosbybenefits.com