Open Enrollment Period for 2018 FSA Enrollment

The open enrollment period to enroll in the 2018 plan year for Flexible Spending (Health Care and/or Dependent Care) will run from **November 8, 2017 – December 1, 2017**.

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 2018 (for 1st time participants)

**How do I enroll with WageWorks for 2018 if I have NOT previously participated in FSA?**

1. Log onto [www.wageworks.com](http://www.wageworks.com) between **November 8, 2017** and **December 1, 2017**
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.
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.

6. Continue through the registration steps: Accept the User Agreement, Enter/Verify Contact Info (email address will be required entry. If you do not have an email address, use ‘none@bc.edu’ to move to the next step), Enter Reimbursement Method (Direct Deposit can be setup later), select Preferences and select Username & Password.

7. On the next page, click on the “Open Enrollment” button in the upper left hand corner.

8. Enter ANNUAL election amounts for Health Care FSA 2018 and / or Dependent Care FSA 2018.

9. Enter # of Pay Periods: Enter 12 if you are on the monthly payroll. Enter 48 if you are on the weekly payroll. Enter 12 or 48 even if you work less than 12 months or 48 weeks.

10. Once ANNUAL election amounts & # of pay periods are entered, click on “Enroll”
Where can I update my reimbursement method and communication preferences?
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.