

Due to the ongoing COVID-19 Pandemic you may update your 2021 FSA benefits outside of open enrollment or a qualifying event.

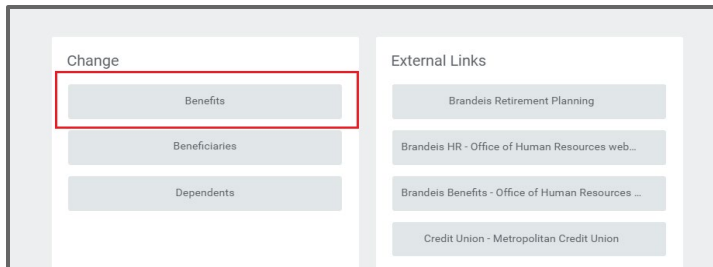
This job aid gives instructions on enrolling, increasing/decreasing or stopping Health Care and Dependent Care FSA. You can make a **one-time** only change from the Benefits application through October 15, 2021, no Exception Request changes can be made after that date. Qualifying events are still allowed.

## PROCESS AN FSA EXCEPTION CHANGE EVENT

### ENROLL OR CHANGE ANNUAL PLEDGE



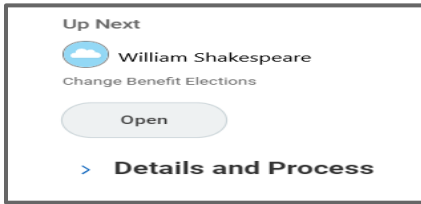
1. Click the **Benefits** application on your home page.
2. In the left-hand Change column, select **Benefits**.



3. Select **FSA Exception Request** from the drop down as the Change Reason, enter the **Effective Date** (must use current or future date – cannot be a retroactive date).

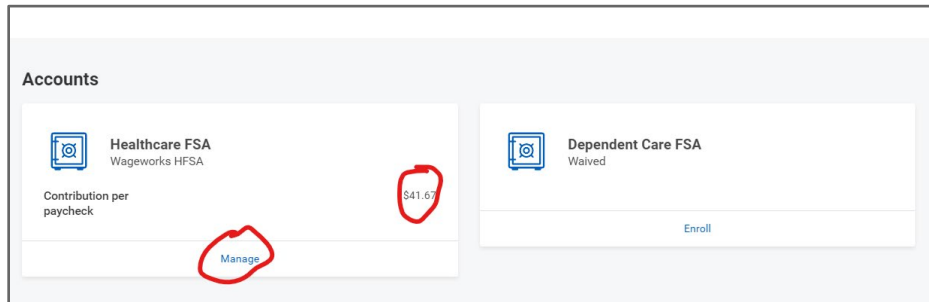
4. Click orange **Submit**

5. Click the gray **Open** button to make changes to your eligible benefits.

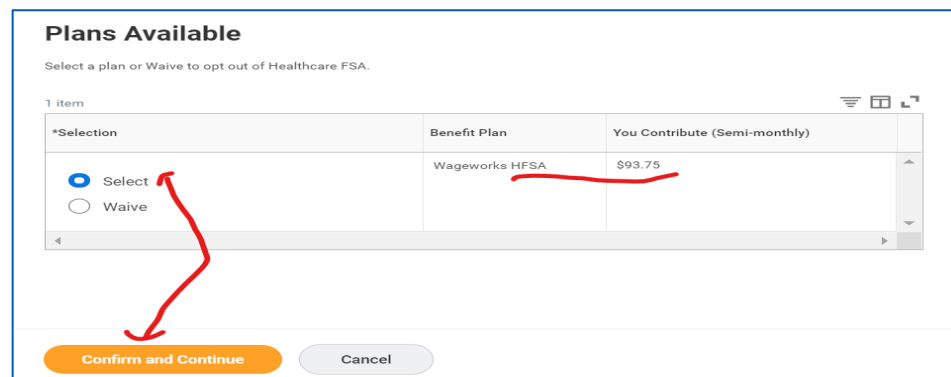
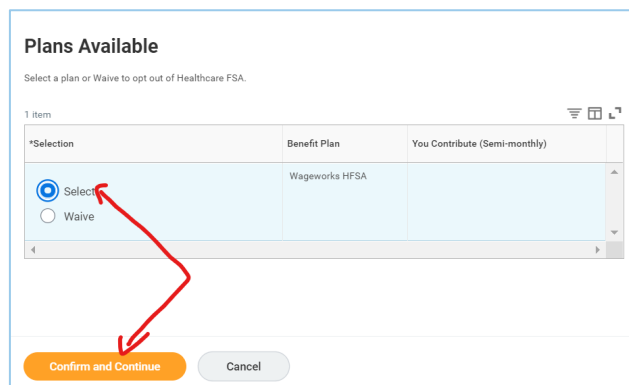


6. Click

7. Click **enroll or manage link** for the plan you want to change



8. Click **Select** if not yet enrolled or confirmation of the plan in which your currently enrolled



9. Click **Confirm and Continue** to move to the next page. **Do Not Waive**.

10. Choose your **enrollment** amount either annually or by pay check. The annual amount cannot be more or less than the minimum or maximum per calendar year

**Contribute**

Per Paycheck

Annual  Remaining Paychecks 21

Minimum Annual Amount: \$200.00  
Maximum Annual Amount: \$2,750.00

**Summary**

Total Annual Contribution \$0.00

**Contribute**

Per Paycheck

Annual  Remaining Paychecks 21

Minimum Annual Amount: \$200.00  
Maximum Annual Amount: \$2,750.00

**Summary**

Total Annual Contribution \$735.00

11. You may **increase or reduce** annual pledge. If you are **reducing** your annual pledge it cannot be less than your contributions so far **and** the amount reimbursed or pending reimbursements with HealthEquity/Wageworks. The annual amount cannot be more or less than the minimum or maximum per calendar year.

**Contribute**

Your estimated contributions made this year 214.20

Per Paycheck

Annual  Remaining Paychecks 20

Minimum Annual Amount: \$200.00  
Maximum Annual Amount: \$2,750.00

**Summary**

Total Annual Contribution \$1,500.00

**Contribute**

Your estimated contributions made this year 214.20

Per Paycheck

Annual  Remaining Paychecks 20

Minimum Annual Amount: \$200.00  
Maximum Annual Amount: \$2,750.00

**Summary**

Total Annual Contribution \$2,000.00

a. Changing the amount creates a new election period at HealthEquity/Wageworks. You may only be reimbursed up to the amount elected in the specific election period. If you increase your HCFSA election to \$1500 from \$1000 on March 15<sup>th</sup>, the increased election will not be

available until March 15<sup>th</sup> (i.e. no retroactive increase).

12. If you want to **stop contributions** and “freeze” your annual pledge, change the annual amount to the estimated contributions plus whatever has been reimbursed to you.

**Contribute**

Your estimated contributions made this year 300.00

Per Paycheck

Annual  Remaining Paychecks 18

Minimum Annual Amount: \$200.00  
Maximum Annual Amount: \$2,750.00

**Summary**

Total Annual Contribution \$1,200.00

**Contribute**

Your estimated contributions made this year 300.00

Per Paycheck

Annual  Remaining Paychecks 18

Minimum Annual Amount: \$200.00  
Maximum Annual Amount: \$2,750.00

**Summary**

Total Annual Contribution \$300.00

- a. Changing the amount creates a new election period at HealthEquity/Wageworks. You may only be reimbursed up to the amount elected in the specific election period. Your reimbursements may not exceed your new annual election. Dependent Care Accounts are still only reimbursed up-to the amount deducted.

13. Click **Save**

14. Repeat process if enrolling in the other plan.

15. Click **Review and Sign** to review your elections

16. Select the **I Agree checkbox**, to provide an electronic signature, confirming your changes.

17. Click **Submit**.

18. Click **Done** to complete the task or to launch Print.