

School District of Jefferson

Flexible Spending Account (FSA) Important Plan Information

Please review the following information in preparation for your FSA enrollment!

- Upcoming FSA Plan Year:** 01/01/2017 - 12/31/2017
- Run-Out Period:** You have until 03/31/2017 to **submit** claims for expenses incurred during the current Plan Year.
- FSA Carry Over** Your FSA plan allows you to carry over up to \$500 of unused funds from your Medical Reimbursement account to be spent in the following plan year!
- Maximum Election Amount:** Medical Reimbursement Account: \$2,550
Dependent Care Reimbursement Account: \$5,000
- (Note: Group insurance premiums are deducted pre-tax automatically. Contact your employer's benefits representative if you have questions.)
- FSA Deductions:** Para Professionals / Administrative Assistants / Food Services / Teachers: **20 FSA deductions**
Administrative Assistants / Custodial: **24 FSA deductions**
Administrators / Teachers: **24 FSA deductions**
(Your plan year election will be divided by the number shown above.)
- Reimbursement Schedule:** Eligible claims received by 5th and 20th by noon will have reimbursements released the following 10th and 25th of every month.
- Reimbursement Method:** **Mandatory Direct Deposit** **New participants** - please have your bank account and routing numbers available when enrolling.
- Online Account Access:** You may view account details including balance, claims and reimbursements. You also have access to claim forms via the DBS website at www.dbsbenefits.com.
You will need the following PIN # to create an online account if you have not done so already: **JSD**
- Enrollment Method:** Enroll online See the attached online enrollment instructions.
- Deadline to Enroll:** **11/11/2016** (Online enrollment will open October 17th)



A.S.A.P.[®] (Advanced Strategic Administration Program)
Online Flexible Benefit Plan Enrollment Instructions

PLEASE READ CAREFULLY. You will need an A.S.A.P.[®] account to enroll online.

If you have already created your A.S.A.P.[®] account and know your Log In name and Password please follow the instructions on the bottom of this page "How to Enroll for the Plan Year"

Please follow the instructions below to create your account if:

- You are a first time user of the DBS, Inc. website
 - You will be a new participant for the Flex Plan for the plan year 01/01/2017- 12/31/2017
1. Logon to our web site at www.dbsbenefits.com
 2. Select the 'Create New Account' box which is the first box located on the bottom left of your screen.
 3. Type in the employer PIN: **JSD** (then click "submit")
 4. Fill out the secure A.S.A.P.[®] User Information Form.
(When entering the Log In Name and Password, you may choose any combination of letters and numbers. Be sure to remember the Log In Name and Password by writing it down and keeping it in a secure location)
 5. When finished entering your account information, click 'Submit' and your online A.S.A.P.[®] account will be created. Then follow the instructions to enroll.

How to Enroll for the Plan Year 01/01/2017 - 12/31/2017

Now that you have set up your online A.S.A.P.[®] account,
you can enroll by following the steps outlined below.

1. Enter your Log In Name and Password that you had chosen previously when setting up your online A.S.A.P.[®] account and click 'Log In To Your Account'.
2. Click on the 'Enrollment' button on the top menu. **Be sure select the 01/01/2017 - 12/31/2017 plan year.**
3. Complete the enrollment information as asked for on the enrollment form. **You must select a payroll period before you can enter your election amount(s).**
4. **Direct Deposit is mandatory** for your Flexible Spending Account Reimbursements. Please be sure to complete your banking information before submitting your enrollment. *If you already have direct deposit, you will notice your banking information on the screen. If there are no changes to your banking, you can proceed with your enrollment.*
5. When finished proceed to the bottom of the form and check the box next to 'Agree to the legal terms stated above'.
6. Next click on the red 'click here to submit enrollment' button. (The red button **must** be clicked on in order to have your enrollment form sent properly and to complete your online enrollment successfully).
7. **You will be shown another window that will indicate to you that you have successfully enrolled.** You will have an option to print the enrollment form by clicking on the print selection 'click here' tab at the bottom of the window.
8. When finished click on the 'logout' link at the top of the page.

Thank you for using the A.S.A.P. Online enrollment system.

