

Online Open Enrollment Instructions

Dear Employee,

It's that time of year - your annual opportunity to review your current benefit elections and choose the best health benefits for you and your family. That means it's the perfect time to sign up for a Healthcare Flexible Spending Account (FSA) & Dependent Care Flexible Spending Account (DCA) with HRC Total Solutions (HRCTS). The FSA plan is a valuable benefit that helps you pay for health-related out-of-pocket costs not covered by your insurance. The DCA plan is a valuable benefit that helps you pay for dependent care expenses with before-tax dollars.

Real Savings. Real Simple. Flexible Spending Accounts are a great way to stretch your benefit dollars. They allow you to use **before-tax** dollars to reimburse yourself for eligible out-of-pocket medical and dependent care expenses which saves you on taxes and increases your spendable income. You elect to have your annual contribution deducted from your paycheck each pay period, in equal installments throughout the year—before federal income, state income (in most cases) and Social Security taxes are taken out—until you reach the yearly maximum you have specified. The amount of your pay that goes into an FSA/DCA will not count as taxable income, so you will have immediate tax savings.

Even with just a few hundred dollars of expenses, you'll be surprised at how much you can save. For example, an average family of four in the U.S. can expect to pay close to \$3,500 in out-of-pocket medical expenses. An *individual* contribution to an FSA is a maximum of **\$2,650** per plan year, so if two wage earners in the family each set aside \$1,750 in a healthcare FSA, that's a tax savings of nearly \$1000 for the family.¹

Out-of-Pocket Expenses	Annual Average	Taxes Saved (27% Tax Bracket)
Physician	\$1,110	\$299
Inpatient Hospital	\$1,115	\$301
Pharmacy	\$555	\$150
Outpatient Hospital	\$560	\$151
Other	\$130	\$35
Total	\$3470	\$936

Your FSA also comes with the HRCTS Visa iCard, which is pre-loaded with the value of your annual Health FSA election amount. Simply swipe your Card at the time of purchase and the amount of your eligible expense will be automatically deducted from your account. You'll have no claim forms to complete and you won't have to wait to get a check in the mail. There are tens of thousands of merchant locations where you can use the Card for prescription and eligible OTC out-of-pocket expenses.²

¹ Tax savings is dependent upon your annual income and tax bracket. Example for demonstration purposes only.

² The list of eligible OTC items changed per the Patient Protection and Affordable Care Act of 2010. Contact your Plan Administrator for more information.

Plan Carefully. Before you enroll, you must first decide how much you want to contribute to your account(s). You will want to spend some time estimating your anticipated eligible medical and dependent care expenses for your plan year. Please refer to your plan documents regarding how funds are handled at the end of the plan year.

Your plan year is: 09/01/2018-08/31/2019

Maximum Elections are as follows:

Healthcare Account (FSA): \$2,650/year

Dependent Care Account (DCA): \$5,000/family/tax year

You can use the Card to pay for eligible out-of-pocket expenses such as:

- Prescription and health plan copayments, deductibles and coinsurance
- "Amount Due" on medical and dental statements
- Orthodontics
- Mail-order or online prescription invoices
- Vision services, eyeglasses and LASIK surgery
- Medical supplies, such as bandages
- Eligible over-the-counter (OTC) items

How to enroll online:

***Online Open Enrollment is available from 06/07/2018-06/21/2018.**

1. Access HRCTS FSA Online Portal by clicking this [link](#). If you have not already registered, select **Create your new username and password** and follow the prompts.
2. Log on by entering your username and password.
3. Click the **ENROLL NOW** link.
4. Follow the prompts and instructions to access your account and enroll.
5. Once completed, print the confirmation for your records.

** For step by step instructions click the below link to view our Consumer Portal Online Enrollment Guide. [Consumer Portal Online Enrollment PDF](#)

Or visit www.hrcts.com, on the participant page, under Account Setup to locate the step by step enrollment guide

Sign up Online today and let the savings begin!