

School District of Greenfield

Flexible Spending Account (FSA) Important Plan Information

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

Upcoming FSA Plan Year: 7/1/2015 – 6/30/2016

Run-Out Period: You have until 08/29/2015 to **submit** claims for expenses incurred during the **current** Plan Year.

Maximum Election Amount: Medical Reimbursement Account: \$2,550
Dependent Care Reimbursement Account: \$5,000

(Note: Group insurance premiums will be deducted pre-tax automatically. Contact your benefit representative at your employer if you have questions on this.)

FSA Deductions: **20 FSA deductions** / Teachers and 10 month employees
24 FSA deductions / Year-round employees
(Your plan year election will be divided by the number shown above.)

Reimbursement Schedule: Eligible claims received by noon on Friday Opposite Payroll will have reimbursements released the following Friday of Payroll.

Reimbursement Method: **Mandatory Direct Deposit** New participants - please have your bank account and routing numbers available when enrolling.

Email Claim Notifications: Email notifications will be sent to inform you of claims received, reimbursements issued or requests for additional information needed to process your claims. By providing your email address when you enroll, you will automatically receive these notifications.

Online Account Access: You may view your account balance, claims, reimbursements and access 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: **SDGreenfield**

Enrollment Method: Enroll online See the attached online enrollment instructions.

Deadline to Enroll: **06/24/2015**



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**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 07/01/15 – 06/30/16**
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: **SDGreenfield** (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 07/01/15 – 06/30/16

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. Select the **07/01/15 – 06/30/16** plan year on the top of the screen then click on the '**Enrollment**' button.
3. Complete the enrollment information as asked for on the enrollment form.
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.



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