

FLEXIBLE SPENDING ACCOUNTS

Online Open Enrollment Instructions

Online Open Enrollment is available from 11/09/2020-11/20/2020

Your plan year is: 01/01/2021-12/31/2021

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

How to enroll online:

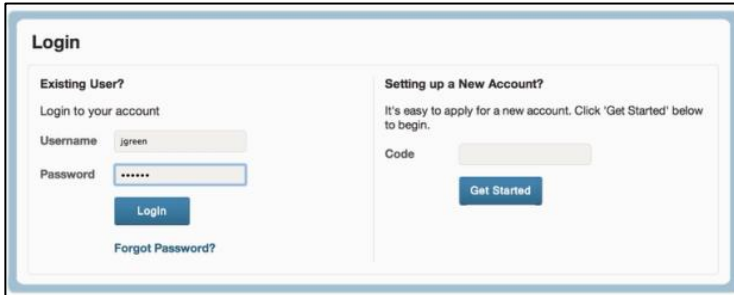
1. Access your HRCTS FSA Online Portal by going to www.hrcts.com. If you have not previously registered, select **create your new username and password** and follow the prompts.
2. Log on by entering your username and password.
3. Click the **ENROLL NOW** link and follow the prompts to enroll. Detailed instructions are below.
4. Once completed, print the confirmation for your records.

Sign up online today and let the savings begin!



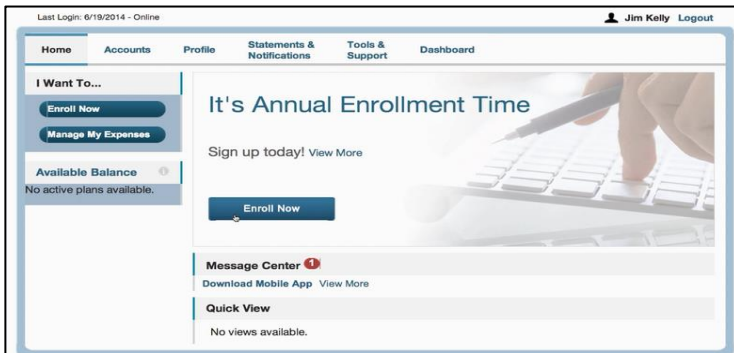
PARTICIPANT PORTAL: ONLINE DCA ENROLLMENT INSTRUCTIONS

Using the online enrollment process, you may complete an intuitive, streamlined **6-step** process to get the education along with your enrollment... with no paper.



First, you will go to the appropriate URL and complete the login process

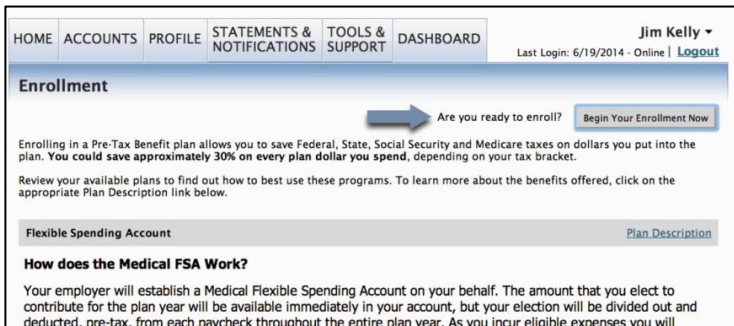
Enter your username and password



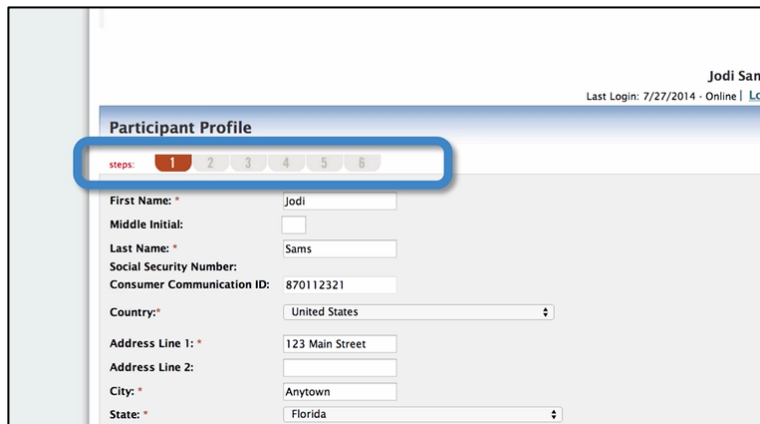
Note: If you do not have a username, you can retrieve your assigned username and create your own password by following the account setup process shown here: hrcts.com/setup

You are now in the system and prompted to complete your enrollment! Click **Enroll Now!**

Note: It will place you into the profile tab. To locate the Enroll Now button, you need to be on the Home tab.



Once you read the summary of your available accounts, you can continue your enrollment process by clicking **Begin Your Enrollment Now.**



The screenshot shows the 'Participant Profile' form. At the top right, it says 'Jodi Sam' and 'Last Login: 7/27/2014 - Online | Log Out'. Below this is a progress bar with steps 1 through 6, where step 1 is highlighted. The form fields include: First Name (Jodi), Middle Initial (empty), Last Name (Sams), Social Security Number (empty), Consumer Communication ID (870112321), Country (United States), Address Line 1 (123 Main Street), Address Line 2 (empty), City (Anytown), and State (Florida).

1. The steps are numbered at the top so you can easily keep track of where you are in the process.

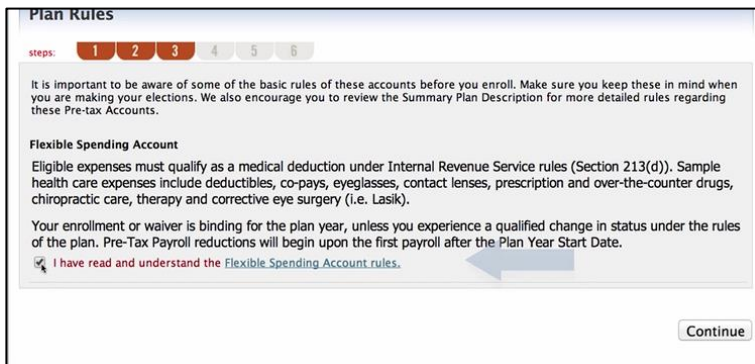
Profile information may or may not be completed, so you will need to fill in any required fields that are not yet completed, then continue on with the process.

If you are enrolling in the Dependent Care Account (DCA): Please be sure on Step 1, that you have answered the question, "Do you have dependents?" to yes. If you do not select yes, you will not be able to enroll in the DCA.



The screenshot shows the 'Dependents' form. At the top right, it says 'Jodi Sam' and 'Last Login: 7/27/2014 - Online | Log Out'. Below this is a progress bar with steps 1 through 6, where step 2 is highlighted. The form shows a table of 'Eligible Dependents' with columns for Name, SSN, and Relationship. One dependent is listed: Jimmy Sams, Spouse. A 'Continue' button is at the bottom right. A 'Questions?' section at the bottom provides contact information for consumer support.

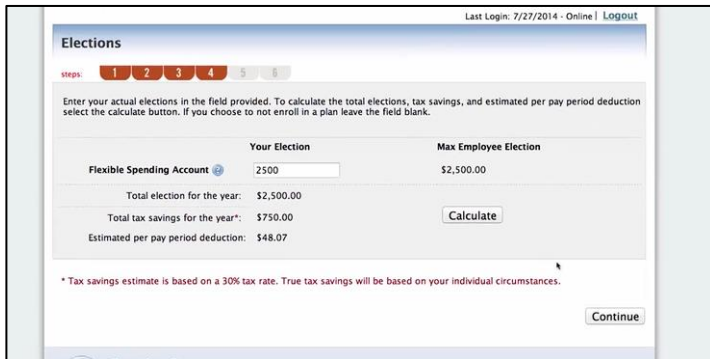
2. If you have selected yes to dependents, next you will be prompted to add their information. This could include your spouse, or dependent children that are eligible for the FSA or DCA Account. If you selected 'No' to dependents this will be skipped.



The screenshot shows the 'Plan Rules' form. At the top right, it says 'Jodi Sam' and 'Last Login: 7/27/2014 - Online | Log Out'. Below this is a progress bar with steps 1 through 6, where step 3 is highlighted. The form contains text about the importance of understanding plan rules and a section for 'Flexible Spending Account' rules. A checkbox is checked, indicating 'I have read and understand the Flexible Spending Account rules.' A 'Continue' button is at the bottom right.

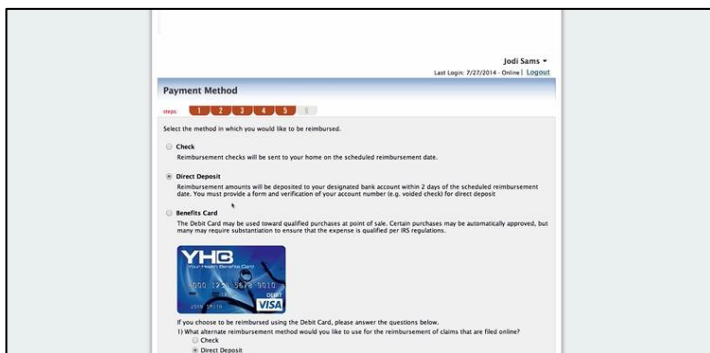
3. It is a requirement for all eligible employees to verify that you understand the plan rules for both the FSA and DCA, whether you are enrolling or waiving participation, this requirement is met here electronically.

If you would like a more information on the plan, you can view the details here before checking them off and moving on...



4. The election page allows for you to designate your payroll withholdings in the appropriate plan, up to the noted maximum.

When you make your election, you can select “calculate” to view your estimated payroll deductions, as well as see an estimate of your tax savings. You can realize the true benefit of participating in the plan – *real tax savings, real dollars*.



5. Depending on your plan multiple reimbursement methods may be available.

Be sure Debit Card is selected, but also select an alternative reimbursement method as well.

You will also need to indicate here if any dependents have or need to be issued debit cards.

Note: If selecting direct deposit as a secondary method, please ensure you have completed the banking information under your profile tab after you have completed the enrollment process.

If you have selected ‘Yes’ to dependents using debit cards, you must then select which dependents are to receive cards.

Note: Cards may only be issued to dependents 18 & older.



Jodi Sams ▾
Last Login: 7/27/2014 - Online | Logout

Enrollment Verification

steps: 1 2 3 4 5 6

You must click submit at the bottom of this page to complete your enrollment.

Profile Edit Information

Name: Jodi Sams
Social Security Number: [REDACTED]
Address: 123 Main Street
Anytown, FL 33594 United States
Home Phone: (245) 654-8976
Birth Date: 1/1/1960
Gender: Female
Marital Status: Single
Email Address: [REDACTED]
Do you have any dependents? Yes

Dependents Edit Information

| Full Name | SSN | Birth Date | Gender | Full Time Student | Relationship |
|------------|------------|------------|--------|-------------------|--------------|
| Jimmy Sams | [REDACTED] | 1/1/1960 | Male | No | Spouse |

Enrollment Elections Edit Information

| Employee Contribution | Employer Contribution | Auto File Health Care Claims? |
|-----------------------|-----------------------|-------------------------------|
| [REDACTED] | [REDACTED] | [REDACTED] |

6. Next you will be provided with an overview of your enrollment. At this time, you are still able to make adjustments before submitting.

Please be sure to review for accuracy.

When ready click **Submit!**

The enrollment confirmation will display with the option to Print.

You will continue to have access to make adjustments to your elections through the participant portal until your open enrollment period ends.

HOME ACCOUNTS PROFILE STATEMENTS & NOTIFICATIONS TOOLS & SUPPORT DASHBOARD Jodi Sams ▾
Last Login: 7/27/2014 - Online | Logout

Enrollment Confirmation

Please print this page for your records.

Congratulations, you have successfully enrolled in the following Pre-tax Benefit Plans.

| Plan | Employer Contribution | Employee Contribution | Estimated Per Paycheck Reduction |
|---|-----------------------|-----------------------|----------------------------------|
| Flexible Spending Account | | \$2,500.00 | \$48.07 |
| Total Estimated Reductions Per Paycheck: \$48.07 | | | |

* Pay check reductions are based on your election and the number of scheduled pay periods within the plan year. True reductions will be determined by your employer.

You have chosen to be reimbursed by Direct Deposit.
The following information will be used when doing a direct deposit:

Bank: BELL STATE BANK & TRUST
Account Number: xxx7689
Routing Number: 091017099
Type: Checking

The payroll deduction to fund your spending accounts will begin on 1/2/2015 and end on your last paycheck of the plan year. You may begin filing claims for eligible expenses on 1/1/2015. All claims must be filed for expenses incurred while you are a participant, within the plan year 1/1/2015 - 12/31/2015.

Print

Contact Customer Service: Monday – Friday 8: 30am-7:30pm EST

☎ (603) 647-1147 Option 1 📠 (866) 978-7868 ✉ customerservice@hrcts.com 💬 Live Chat