



# Employee & Retiree Service Center

## 2015 Flexible Spending Account (FSA) Enrollment INSTRUCTIONS FOR COMPLETING ONLINE FORM

### Take Action!

Enroll in your FSA(s) online during this year's Open Enrollment. Even if you participated in an FSA during 2014, you must make new election(s) for the 2015 calendar year. Online enrollment is simple and convenient, and you will receive confirmation of your elections via e-mail within minutes. Need to update your election(s) or make a correction? Simply log back in and make the change(s) any time during Open Enrollment.

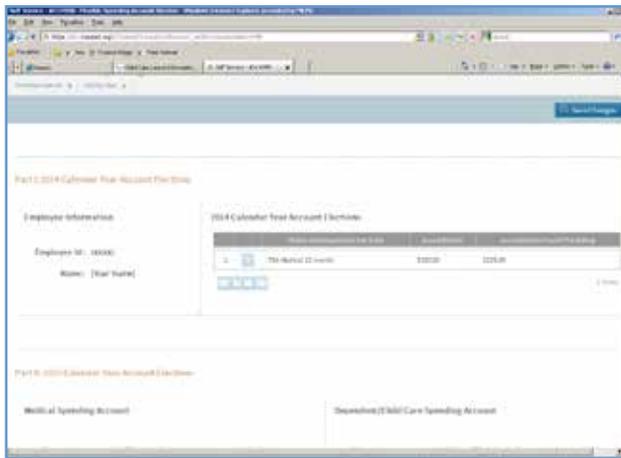
### Enroll online

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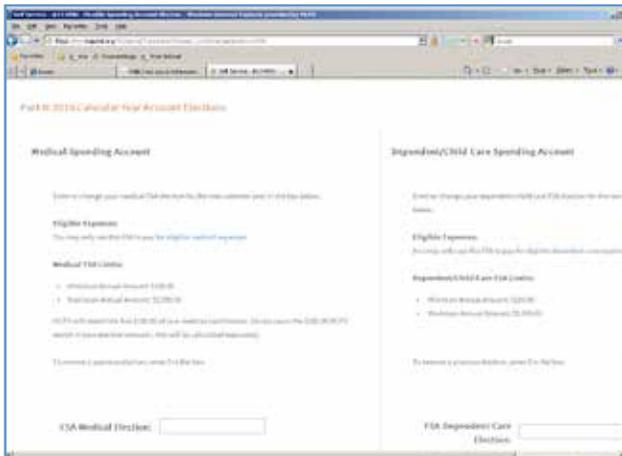
1. **Navigate to the Human Resources Online login page.** Click on "Enroll Online" from the ERSC Open Enrollment web page, or your Open Enrollment announcement e-mail.
2. **Log in to the self-service FSA enrollment.** Use your MCPS username and password. This is the same username and password you use to log in to your MCPS Outlook e-mail.



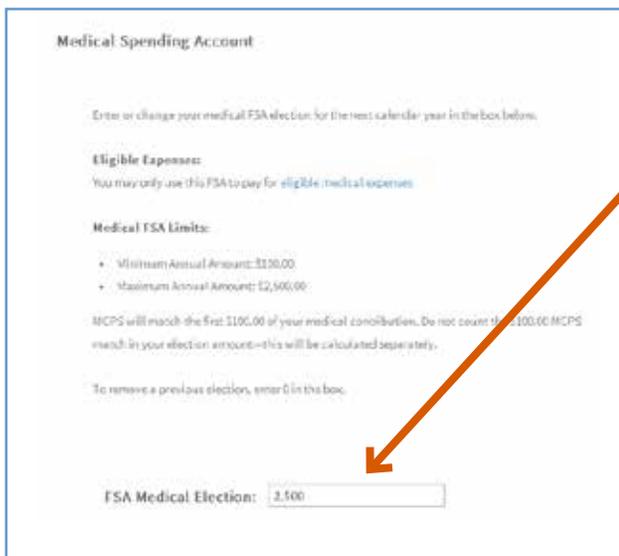
3. **Review the information provided on the election screen.** Part I displays your name and MCPS employee ID. It also displays your 2014 FSA elections for your use in determining your 2015 election amounts.



The medical and dependent/child care election areas in Part II display the minimum and maximum amounts you are allowed to set aside in each FSA. The maximum medical FSA limit for 2015 is \$2,500 as mandated by the Patient Protection and Affordable Care Act. The maximum spending limit for a dependent care FSA is \$5,000.



4. **Enter your elections.** Enter your medical FSA election in the medical election box. You can only enter whole numbers within the minimum and maximum allowed amounts.



**Dependent/Child Care Spending Account**

Enter or change your dependent/child care FSA election for the next calendar year in the box below.

**Eligible Expenses:**  
You may only use this FSA to pay for eligible dependent care expenses.

**Dependent/Child Care FSA Limits:**

- Minimum Annual Amount: \$100.00
- Maximum Annual Amount: \$5,000.00

To remove a previous election, enter 0 in the box.

FSA Dependent Care Election:

Enter your dependent/child care FSA election in the dependent/child care election box. You can only enter whole numbers within the minimum and maximum allowed amounts.

Medical Election:

FSA Dependent Care Election:

Submit

Save Changes Submit

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5. **Submit your elections.** You must click on "Submit" to make your elections. Clicking on "Save Changes" will NOT submit your elections.

**Submit**

Medical FSA Annual Election: \$7,500

Dependent/Child Care FSA Annual Election: \$2,500

**Authorization:**  
I authorize that this election may not be changed after Open Enrollment, with the exception of a change in family or employment status, for a specific set of qualifying events, on the SHIPSCare.com website. Money cannot be transferred to another spending account or refunded. IRS regulations impose a "use or lose" rule, requiring the forfeiture of unexpended funds during the plan year.  
Click **Confirm** to authorize and confirm the election.  
Click on the **X** to cancel.

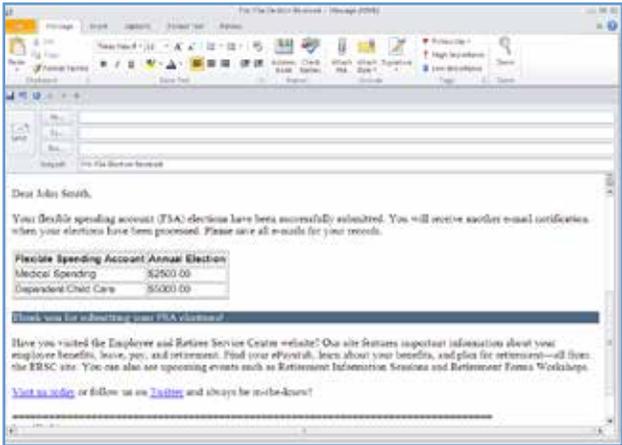
Confirm Cancel

6. **Confirm your elections.** Review your elections and read the authorization statement carefully. To cancel this election, click on the X.

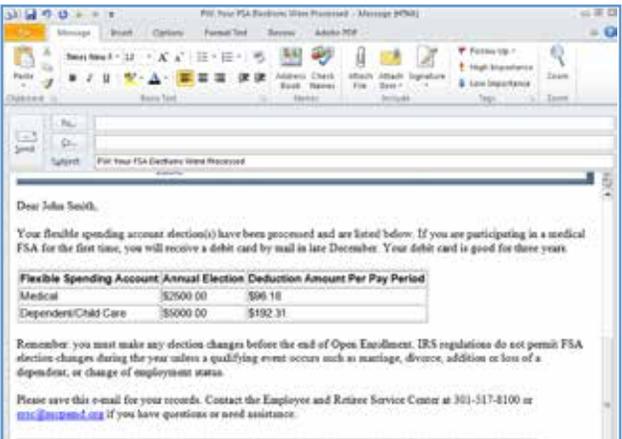


To complete the election, click “Confirm.”

7. **Log out of the self-service web page.** Click “Logout” to exit the self-service web page and return to the HRO home page.



8. **Review your confirmation e-mails for accuracy.** You will receive two confirmation e-mails in your MCPS Outlook account. The first will confirm that your election was successfully submitted.



The second will confirm that your election was successfully processed. Review these e-mails and save them for your records.



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## Making a Change to Your Flexible Spending Account (FSA) Election

Changes can be made using the online self-service flexible spending account (FSA) election as many times as necessary throughout Open Enrollment. The deadline for all changes is November 7, 2014.

Please wait until you receive your confirmation e-mails before making a change to your FSA elections using the online self-service web page.

### Changing an election

9. Log back in to Human Resources Online.
10. You will see the elections you submitted last time.
11. Enter the new amount in the election that you wish to change.
12. Follow steps 6-9 above to submit and confirm your new election(s).

### Deleting an election

1. Log back in to Human Resources Online.
2. You will see the elections you submitted last time.
3. Delete the election that you wish to remove.
4. Enter 0 in that election box.
5. Follow steps 6-9 above to submit and confirm your new election(s).

### Troubleshooting

For assistance with your MCPS password, visit myID at—  
[www.montgomeryschoolsmd.org/departments/myid](http://www.montgomeryschoolsmd.org/departments/myid).

For assistance with your MCPS username or other technical trouble, call the MCPS Help Desk at—  
301-517-5800.