You can enroll in a 2019 Flexible Health Care Reimbursement Account and/or a Flexible Dependent Care Reimbursement Account using this process during the Open Enrollment period.

Open Enrollment: October 22 - November 2, 2018

Critical: Enrollment from year to year IS NOT automatic. All 2018 FSA deductions will be terminated as of December 31, 2018. If you wish to participate in 2019, you MUST enroll during this Open Enrollment period for 2019. Changes and modifications to your health care and/or your dependent care account can be made as many times as you want during the open enrollment period. However, once Open Enrollment ends, you WILL NOT able to make changes for 2019.

1. Log into Academica.
   
   Note: Be sure to disable the pop-up blocker for your internet browser.

2. In Academica, under WSU Resources, click Employee Resources.


5. Click **Open Enrollment**.

6. Click the **Start Open Enrollment** button when the Open Enrollment Summary screen displays. Note: If the **Start Open Enrollment** button is not displayed, and in its place you see Submit, Reset and Cancel buttons, click the **Cancel** button to evoke the Start Open Enrollment button and complete this step.

7. Click the **Flex Spending** link. The Open Enrollment Group Detail screen will display.

8. If wish to select **FSA Health Care**, go to Step 9. If wish to select **FSA Dependent Care**, go to Step 13.

### **FSA Health Care**

9. Click the **FSA Health Care** link.

10. In the **Annual Limit** box, enter your annual limit for health care ($2,650.00 limit for FSA Health Care). Notice that your per pay period deduction amount is displayed in the Deduction Amount box.

11. Click the **Add Choice** button. You will return to the Open Enrollment Group Detail page.

12. Your Flex Spending **Deduction Amount** and **Annual Limit** are displayed.
FSA Dependent Care

13. Click the **FSA Dependent Care** link.

14. In the **Annual Limit** box, enter your annual limit for dependent care ($5,000.00 maximum household limit for FSA Dependent Care, $2,500 if married filling a separate tax return). Notice that your per pay period deduction amount is displayed in the Deduction Amount box.

15. Click the **Add Choice** button. You will return to the Open Enrollment Group Detail page.

16. Your Dependent Care **Deduction Amount** and **Annual Limit** are displayed.

17. If at any time you want to start over with your FSA annual amounts, just click the **Reset** button to delete the amount(s) you entered and you can begin again.

18. When you have finished with your FSA Dependent Care and Health Care selections, click the **Next** button to return to the **Open Enrollment Summary**.

19. On the **Open Enrollment Summary** page, notice you benefits effective date and first deduction dates are displayed.

20. To finalize your FSA selections, click the **Submit** button.

21. The **Open Enrollment Action Summary** pop-up window will display.

   This screen confirms the change(s) you made and indicates the effective date of the change(s).

   You should print and keep a copy of this confirmation for your records.

   If you need to make changes (even after submitting), you can do so by clicking the **Modify Enrollment** button on the **Open Enrollment Summary** page.

   You can modify your health and flexible spending options as many times as you like during the open enrollment period. **However, once the period closes you will not be able to make changes.**

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22. Clicking the **Review** button will display your WSU Benefit Statement where you can review all of your benefits.

23. To leave **Online Open Enrollment**, click the **Exit** link in the center of the page.