

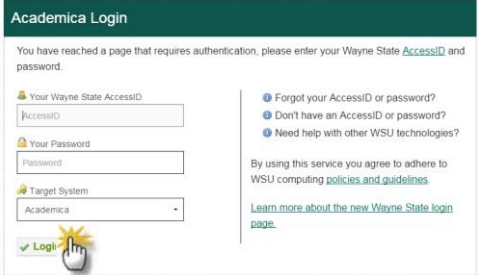


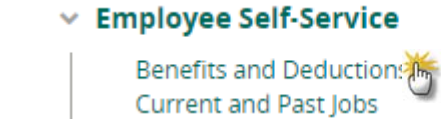


Flexible Spending Account Online Open Enrollment Instructions

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.

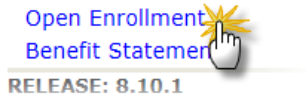
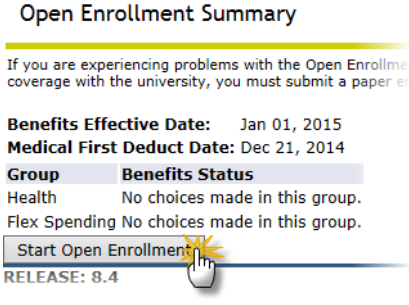
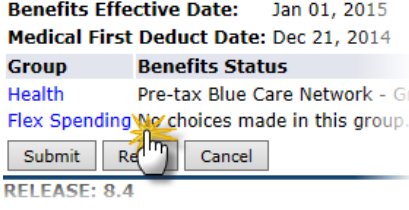
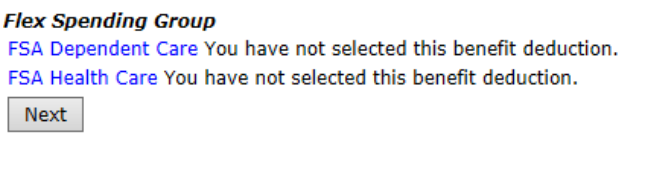
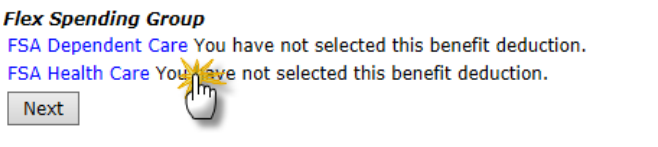
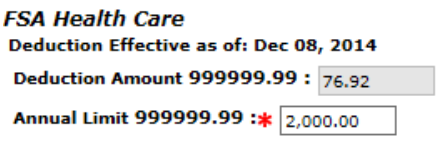


Open Enrollment: October 22 - November 2, 2018

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.

<p>1. Log into Academica.</p> <p>Note: Be sure to disable the pop-up blocker for your internet browser.</p>	 <p>The screenshot shows the 'Academica Login' page. It includes fields for 'Your Wayne State AccessID' (with a placeholder 'AccessID'), 'Your Password', and a 'Target System' dropdown menu set to 'Academica'. There is a 'Log In' button with a mouse cursor over it. On the right, there are links for 'Forgot your AccessID or password?', 'Don't have an AccessID or password?', and 'Need help with other WSU technologies?'. A disclaimer at the bottom states: 'By using this service you agree to adhere to WSU computing policies and guidelines. Learn more about the new Wayne State login page.'</p>
<p>2. In Academica, under WSU Resources, click Employee Resources.</p>	 <p>The screenshot shows the 'WSU RESOURCES' page with a search bar. Under the 'Employee Resources' section, which is expanded, there are links for 'Administrative Systems', 'Document Management', 'Employee Self-Service', and 'Other Resources'. A mouse cursor is pointing at the 'Employee Resources' link.</p>
<p>3. Under Employee Resources, click Employee Self-Service.</p>	 <p>This screenshot is identical to the previous one, but the mouse cursor is now pointing at the 'Employee Self-Service' link under the 'Employee Resources' section.</p>
<p>4. Under Employee Self-Service, click Benefits & Deductions.</p>	 <p>The screenshot shows the 'Employee Self-Service' page. Under the 'Benefits and Deductions' section, there is a link for 'Benefits and Deductions: Current and Past Jobs'. A mouse cursor is pointing at this link.</p>



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5. Click Open Enrollment .	 <p>Open Enrollment Benefit Statement RELEASE: 8.10.1</p>						
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.	 <p>Open Enrollment Summary</p> <p>If you are experiencing problems with the Open Enrollment process and you are not currently covered with the university, you must submit a paper enrollment form.</p> <p>Benefits Effective Date: Jan 01, 2015 Medical First Deduct Date: Dec 21, 2014</p> <table border="1"> <thead> <tr> <th>Group</th> <th>Benefits Status</th> </tr> </thead> <tbody> <tr> <td>Health</td> <td>No choices made in this group.</td> </tr> <tr> <td>Flex Spending</td> <td>No choices made in this group.</td> </tr> </tbody> </table> <p>Start Open Enrollment RELEASE: 8.4</p>	Group	Benefits Status	Health	No choices made in this group.	Flex Spending	No choices made in this group.
Group	Benefits Status						
Health	No choices made in this group.						
Flex Spending	No choices made in this group.						
7. Click the Flex Spending link. The Open Enrollment Group Detail screen will display.	 <p>Benefits Effective Date: Jan 01, 2015 Medical First Deduct Date: Dec 21, 2014</p> <table border="1"> <thead> <tr> <th>Group</th> <th>Benefits Status</th> </tr> </thead> <tbody> <tr> <td>Health</td> <td>Pre-tax Blue Care Network - Group</td> </tr> <tr> <td>Flex Spending</td> <td>No choices made in this group.</td> </tr> </tbody> </table> <p>Submit Reset Cancel RELEASE: 8.4</p>	Group	Benefits Status	Health	Pre-tax Blue Care Network - Group	Flex Spending	No choices made in this group.
Group	Benefits Status						
Health	Pre-tax Blue Care Network - Group						
Flex Spending	No choices made in this group.						
8. If wish to select FSA Health Care , go to Step 9. If wish to select FSA Dependent Care , go to Step 13.	 <p>Flex Spending Group</p> <p>FSA Dependent Care You have not selected this benefit deduction. FSA Health Care You have not selected this benefit deduction.</p> <p>Next</p>						
FSA Health Care	 <p>Flex Spending Group</p> <p>FSA Dependent Care You have not selected this benefit deduction. FSA Health Care You have not selected this benefit deduction.</p> <p>Next</p>						
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.	 <p>FSA Health Care</p> <p>Deduction Effective as of: Dec 08, 2014</p> <p>Deduction Amount 999999.99 : 76.92</p> <p>Annual Limit 999999.99 :* : 2,000.00</p>						
11. Click the Add Choice button. You will return to the Open Enrollment Group Detail page.	 <p>Add Choice</p>						
12. Your Flex Spending Deduction Amount and Annual Limit are displayed.	 <p>Flex Spending Group</p> <p>FSA Dependent Care You have asked for a new year Deduction Amount Annual Limit 115.38 3,000.00</p> <p>FSA Health Care You have asked for a new year Deduction Amount Annual Limit 76.92 2,000.00</p> <p>Reset Next</p>						



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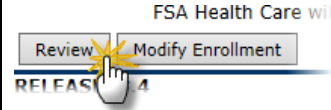
<p>FSA Dependent Care</p> <p>13. Click the FSA Dependent Care link.</p>	<p>Flex Spending Group FSA Dependent Care You have not selected this benefit deduction. FSA Health Care You have not selected this benefit deduction.</p> <p><input type="button" value="Next"/></p>						
<p>14. In the Annual Limit box, enter your annual limit for dependent care (\$5,000.00 maximum household limit for FSA Dependent Care, \$2,500 if married filing a separate tax return). Notice that your per pay period deduction amount is displayed in the Deduction Amount box.</p>	<p>FSA Dependent Care Deduction Effective as of: Dec 08, 2014 Deduction Amount 999999.99 : <input type="text" value="115.38"/> Annual Limit 999999.99 :* : <input type="text" value="3,000.00"/></p>						
<p>15. Click the Add Choice button. You will return to the Open Enrollment Group Detail page.</p>	<p><input type="button" value="Add Choice"/></p>						
<p>16. Your Dependent Care Deduction Amount and Annual Limit are displayed.</p>	<p>Flex Spending Group FSA Dependent Care You have selected this benefit deduction. Deduction Amount Annual Limit 115.38 3,000.00 FSA Health Care You have not selected this benefit deduction.</p> <p><input type="button" value="Reset"/> <input type="button" value="Next"/></p>						
<p>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.</p>	<p><input type="button" value="Reset"/> <input type="button" value="Next"/></p>						
<p>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.</p>	<p><input type="button" value="Reset"/> <input type="button" value="Next"/></p>						
<p>19. On the Open Enrollment Summary page, notice you benefits effective date and first deduction dates are displayed.</p>	<p>Benefits Effective Date: Jan 01, 2015 Medical First Deduct Date: Dec 21, 2014 FSA First Deduct Date: Jan 14, 2015</p>						
<p>20. To finalize your FSA selections, click the Submit button.</p>	<table border="1"> <thead> <tr> <th>Group</th> <th>Benefits Status</th> </tr> </thead> <tbody> <tr> <td>Health</td> <td>Pre-tax Blue Care Network</td> </tr> <tr> <td>Flex Spending</td> <td>FSA Dependent Care will be deducted from your FSA Health Care will be deducted from your</td> </tr> </tbody> </table> <p><input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/></p> <p>RELEASE: 7.4</p>	Group	Benefits Status	Health	Pre-tax Blue Care Network	Flex Spending	FSA Dependent Care will be deducted from your FSA Health Care will be deducted from your
Group	Benefits Status						
Health	Pre-tax Blue Care Network						
Flex Spending	FSA Dependent Care will be deducted from your FSA Health Care will be deducted from your						
<p>21. The Open Enrollment Action Summary pop-up window will display.</p> <p>This screen confirms the change(s) you made and indicates the effective date of the change(s).</p> <p>You should print and keep a copy of this confirmation for your records.</p> <p>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.</p> <p>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.</p>	<p>Wayne State University Self-Service</p> <p>Open Enrollment Action Summary</p> <p>09/24/2009 03:16:22 pm 000139156 C Green</p> <p>You elected to discontinue current medical coverage (Pre-Tax DMC Care) and elected a replacement plan (Blue Care Network(Tax)). The Blue Care Network(Tax) will be effective as of January 1, 2010. If this change is what you intended for 2010, no further action is necessary. PLEASE PRINT CONFIRMATION. This summary statement reflects only transactions as of the date printed on this document. Subsequent transactions will void the information contained on this document.</p> <p>RELEASE: 7.4</p> <p>FSA Health Care will be deducted from your</p> <p><input type="button" value="Review"/> <input type="button" value="Modify Enrollment"/></p> <p>RELEASE: 8.4</p>						

Continued on back side...



Flexible Spending Account Online Open Enrollment Instructions

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.

