

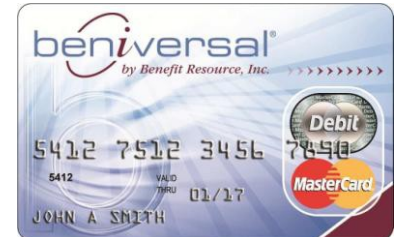


Western Suffolk BOCES

How to Enroll in the Beniversal[®] Flexible Spending Account (FSA)

Open Enrollment from November 1, 2017 – November 30, 2017

Current FSA Participants



1. Go to www.BenefitResource.com. Click on **Participants** from the Secure Login section. The secure Participant Login page will open in a new window.
2. To log in, you will need to enter the following:
Company Code: *wsboces*
Login ID: Your Member ID is the 5 digit District ID (**54407**) plus the last four digits of your Social Security number. Do not use spaces or dashes.
Password: *If you have not previously changed your password:*
Default Password is set to your 5-digit home zip code.
You will be prompted to change this password upon initial login.
3. Select the **FSA/HRA Plans** tab.
4. Click on **Enroll in an FSA** under “Manage your Account”.
5. Verify or enter changes to your contact information.
TIP: If you update your mailing address and/or email, please be sure to also inform your Human Resource Dept. of the change.
 - Your **Beniversal[®] MasterCard[®]** will be mailed to this address. [If you already have a Beniversal Card, you can continue using your card through the expiration date on the card.] Your new Medical FSA election will be loaded on your card at the beginning of each new plan year. Note: Medical FSA funds from the prior plan year will no longer be available on the card after that plan year ends. You will need to submit a claim.
At the bottom of the screen, click **Continue**.
6. Enter the dollar amount of your Plan Year election(s) for the Medical FSA and Dependent Care FSA. Click **Continue Enrollment**.
7. On the screen that follows, review your elections to be sure that the amounts are accurate. If any changes need to be made, click **Edit Election(s)**. Otherwise, click **Confirm Election(s)**.
8. Read the “FSA Enrollment – Agreement” and then click **I Agree**.
9. Print the “FSA Enrollment Confirmation Statement” and retain for your records.

Questions?

Call Benefit Resource Participant Services at (800)473-9595.
Representatives are available to assist you
Monday-Friday, 8am-8pm (Eastern Time).