



GROUP INSURANCE COMMISSION
Pre-Tax Flexible Spending Accounts (FSA)
Health Care Spending Account (HCSA) and Dependent Care Assistance Plan (DCAP)

2017 FISCAL YEAR PLAN - JULY 1, 2017 – JUNE 30, 2018
Open Enrollment April 5 – May 3, 2017

HOW TO ENROLL OR RE-ENROLL ONLINE

There are two ways you can re-enroll this year:

- 1. Use this method if you have already registered for an online account with ASIFlex:**
 - a. Go to <http://www.asiflex.com/GIC/> and click on the "Account Detail" tab.
 - b. Once you are on the Self Service Main Menu, simply click on the green "Open Enrollment" button under the "Participant Services" section of the webpage.
 - c. See Making Elections (Below)
- 2. Use this method if you have not registered for an online account with ASIFlex:**
 - a. Go to <http://www.asiflex.com/GIC/> and hover over the "Re-Enrollment" tab in the navigation bar. Then click on the appropriate drop down (GIC FSA Re-Enrollment or UMass Campuses). *Note: If you are a UMass participant, you will also need to choose whether you are a New Enrollee or a Re-Enrollee.*
 - b. Then enter your Social Security Number, and click "Begin".
 - c. For validation, enter the first 3 letters of your last name and the initial of your first name. You may be prompted to enter your full first and last names, as well as your Social Security Number for verification purposes. Click "Continue".
 - d. See Making Elections (Below)

Making Elections for the Fiscal Year Plan Flexible Spending Accounts (FSA)

- 1) **HCSA** – If you wish to participate in this account, check the box. Then enter the amount of your election and hit "Calculate". Once you are satisfied with your election, click "Continue" to go to the next page. *If you do not wish to participate in the HCSA, simply select the "Decline" option instead of "HCSA", then click "Continue" to go to the next page.*
- 2) **DCAP** – If you wish to participate in this account, check the box. Then enter the amount of your election and hit "Calculate". Once you are satisfied with your election, click "Continue" to go to the next page. *If you do not wish to participate in the HCSA, simply select the "Decline" option instead of "DCAP", then click "Continue" to go to the next page.*
- 3) **Reimbursement** - To have claims reimbursements deposited to a bank account, complete the bank routing number, account number and type of account. You may also sign up for text alerts by providing your mobile phone number and wireless carrier information. To sign up for email alerts, enter and confirm your email address. Click "Continue".
- 4) **Health Care FSA Debit Card Verification and Acknowledgment** – Current HCSA participants will have their 17FY election amount loaded to their existing debit card. Enter information as requested to validate your address and to acknowledge you understand how to use the Card. Remember: Use of the card is not paperless and you may be required to submit documentation to support and validate the card transactions. Click "Continue".
- 5) **Insurance Information** – Select the GIC health insurance plan you are enrolled as of July 1, 2017. Click "Continue".
- 6) **Final Review** - Review and confirm your elections. Click the checkbox to confirm you've reviewed the handbook and understand the plan. Click "Confirm" to complete your enrollment, or click "Go Back" to change your enrollment.
- 7) **Your Elections Have Been Recorded** - The final screen will display your confirmation number and election. **Print, sign, and date your online confirmation and give it to your Benefits Office. Also save a copy for your records.**

Note: If you need to make a change after exiting the enrollment site and before open enrollment closes on May 3, 2017, simply login and enroll again using this procedure. Selecting "Decline" for either account; confirming your elections will withdraw any prior elections. The last online enrollment submitted is the one that will be used for your 2018 Fiscal Year Plan participation for the period of July 1, 2017 through June 30, 2018.