

Simple steps for enrollment into the FlexSystem FSA Plan



Step 1: Choose the FlexSystem Account(s)

To enroll in FlexSystem FSA, you must first choose which Flexible Spending Account(s) you wish to participate in for the Plan Year (as offered by your employer). The options may include:

- Healthcare FSA
- Dependent Care FSA
- Non-Employer Sponsored Premiums (NESP)
- Transit Reimbursement Account
- Parking Reimbursement Account

Step 2: Determine Your FSA Election Amount(s)

Next, determine your annual elections to be contributed **pre-tax** into each FSA benefit from your payroll over the course of the Plan Year. Your elections are specific to each FSA benefit and may only be used for expenses incurred for that account type. For example, Dependent Care FSA funds may only be used for dependent care expenses and not for healthcare expenses. Calculate your potential savings with our [online FSA calculator!](#)

Step 3: Complete Enrollment Form (online or paper)

Before you begin, obtain the **TASC Employer ID#** from your employer, as you will need to enter it on the enrollment form. Choose to enroll online or via paper form and follow the instructions below:

Online Enrollment (*recommended*)

Online enrollment into FlexSystem FSA is easy, secure, and available 24-hours a day from the convenience of your home. Go to:

www.tasconline.com/tasconline/flexsystem/enroll

New Enrollees (new to the Plan):

Go to *New User Setup* - enter the Employer ID# and your email. A valid email address is required to authenticate your account. Once you have authenticated your account, simply follow the system prompts to create a password and enroll.

Renewing Enrollees:

- Log in to your account online at tasconline.com and select the *Enrollment* tab (or click the "Complete Your Enrollment" link).
- Review and update your Contact information.
- Click *Submit and Continue* and follow the on-screen enrollment prompts.

Paper Enrollment Form

A paper enrollment form is available from your employer. Complete the one-page form and refer to the instructions on page two of the form as needed. Please sign and date the completed form and return it to your employer for processing.

Step 4: Success!

Once your enrollment is processed, you will receive the *Welcome New FlexSystem Participant* email from TASC with account access instructions to begin using and managing your FlexSystem account online. Plus, your **TASC Card(s)** will be mailed to your home address within 7-10 business days and ready to use for eligible expenses!

