

Flexible Spending Account Enrollment

Healthcare and Dependent Care Flexible Spending Accounts* require enrollment annually, even if you were enrolled the previous year!

You will be asked to elect or waive a Healthcare FSA first, then a Dependent Care FSA second.

Want to enroll in a Healthcare FSA?

Click the checkbox next to **Enroll in Health Care FSA**.

Click on the textbox next to **Health Care FSA Total Annual Amount:** to enter your annual election (any value between \$250 and \$2,700).

Click the **Save and Continue** button at the bottom of the page to move onto the next section.

What about a Dependent Care FSA?

Click the checkbox next to **Enroll in Dependent Care FSA**.

Click on the textbox next to **Dependent Care FSA Total Annual Amount:** to enter your annual election (any value between \$250 and \$5,000).

Click the **Save and Continue** button at the bottom of the page to move onto the next section.

The screenshot shows a web form titled "Enroll in Benefits" with a progress bar at the top. The progress bar has five steps: "Dependents" (completed), "Required Responses" (completed), "Elect Benefits" (current step), "Review & Submit", and "Confirmation". Below the progress bar, there are three tabs: "Confirm Personal Information", "Current Elections", and "FSA Elections" (selected). The "FSA Elections" section is titled "FSA Elections" and contains two options, each with a checkbox and a description. The first option is "Enroll in Health Care FSA" with a description: "A Healthcare Flexible Spending Account (FSA) allows you to pay for qualifying healthcare expenses, like co-pays and deductibles, with pre-tax dollars. For more information, please review the Flexible Spending Plan Details". The second option is "Enroll in Child Care Dependent Care FSA" with a description: "A Dependent Care FSA can help pay for qualifying child care and elder care expenses, such as certified children's day care, pre-school, day camp, before/after school programs, as well as adult day care for elders. Dependent care expenses must be incurred to enable you (and, if married, your spouse) to work. Children must be under age 13. For more information, please review the Flexible Spending Plan Details". At the bottom of the form, there are two buttons: "Go Back" and "Save and Continue". The footer of the page reads "City and County of San Francisco © 2018".

*Flexible Spending Account enrollments through SFHSS are not available to retired, San Francisco Unified School District or San Francisco City College employees.