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, 2016 – JUNE 30, 2017
Open Enrollment April 6 – May 4, 2016

HOW TO 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 asiflex.com/GIC and click on the “Account Detail” tab.
   b. Once you are on the 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 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 an 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 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 DCAP, simply 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 Acknowledgement – Current HCSA participants will have their Fiscal-Year 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 back-up paperwork to support and validate the card transactions. Click “Continue”.

5) Insurance Information – Select the health insurance plan you are enrolled as of July 1, 2016. Click “Continue”.

6) Final Review - Review and confirm your elections. 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 payroll 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 4, 2016, login and enroll again using this procedure. The last online enrollment submitted is the one that will be used for your 2017 Fiscal-Year Plan participation for the period of July 1, 2016 through June 30, 2017.