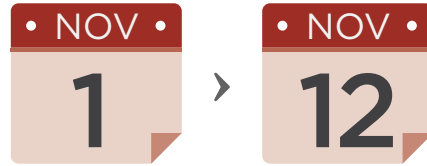


FLEXIBLE SPENDING ACCOUNT BENEFIT OPEN ENROLLMENT



Open Enrollment is

Monday, November 1st through Friday, November 12th

As a City of Portland employee, you had the opportunity in May to enroll in benefits for the July 1, 2021—June 30, 2022 plan year. However, because our Flexible Spending Accounts (FSAs) operate on a calendar-year basis, we are holding the annual FSA Open Enrollment, from Monday, November 1st through Friday, November 12th, 2021.

If you wish to have a tax-advantaged Health Care FSA (to help pay for out-of-pocket medical expenses) and/or Dependent Care FSA (to help pay daycare expenses) in 2022, you must re-enroll/enroll by November 12th. There is a monthly fee of \$5.15 when you enroll in the Flexible Spending Accounts. This fee is deducted from the first paycheck of each month.

1 Review your benefits

Please refer to your Benefit Guide or visit the City of Portland's benefit website at <https://www.employeeconnects.com/copbenefits/> for complete details about health care and dependent care FSAs.

2 Plan Your Needs for 2022

Calculate how much you expect to need for next year. Remember, these are use-it-or-lose-it accounts and funds do not carryover into the next plan year.

Annual Contribution Limits		
Plan	Plan Year Minimum	Plan Year Maximum
Health Care FSA	\$0	\$2,750*
Dependent Care FSA	\$0	\$5,000 (Married Filing a Joint Return) \$2,500 (Single or Married Filing Separately)

3 Enroll for Benefits Through Plansource

1. Login to your account at PlanSource by going to www.plansource.com/login
2. Click the 'Get Started' button on the homepage
3. Go through the flow to verify your personal and dependent information
4. Click the 'Shop for Benefits' button on the bottom right
5. Click the 'Shop Plans' button next to each flexible spending account and enter in your annual total contribution amount. The system will automatically calculate your per pay period contribution based on the amount you enter.
6. Click Update Cart (or decline coverage if you do not wish to enroll for that benefit).
7. Once your elections are complete for both the medical and dependent care FSA, click the 'Review and Checkout' button.
8. Finalize your decisions and click Checkout!

