

# Spooner Area School District

## Flexible Spending Account (FSA) Important Plan Information

Please review the following information in preparation for your FSA enrollment!

**Upcoming FSA Plan Year:** 1/1/2012 - 12/31/2012

**Run-Out Period:** You have until 3/1/2012 to **submit** claims for expenses incurred during the current Plan Year.

**Maximum Election Amount:** Medical Reimbursement Account: \$5,000  
Dependent Care Reimbursement Account: \$5,000  
Independent Premium Feature: No Maximum

(Note: Group insurance premiums will be deducted pre-tax automatically. Contact your benefit representative at your employer if you have questions on this.)

**FSA Deductions:** 24 FSA deductions - Teachers - 5 June Checks  
20 FSA deductions - Cooks/Aids  
24 FSA deductions - Admin/Secretaries/Custodians  
(Your plan year election will be divided by the number shown above.)

**Reimbursement Schedule:** Eligible claims received by the 7th & 22nd of the month will have reimbursements released the following 12th & 27th of the month.

**Reimbursement Method:** Checks

**Online Account Access:** You may view your account balance, claims, reimbursements and access claim forms via the DBS website at **www.dbsbenefits.com**.

You will need the following PIN # to create an online account if you have not done so already: **SASD**

**Enrollment Method:** Enroll online See the attached online enrollment instructions.

**Deadline to Enroll:** **12/9/2011**



**DI<sub>VERSIFIED</sub> BENEFIT SER<sub>V</sub>ICES, INC.**

*Dedicated to Excellence in Benefit Management Solutions*

**A.S.A.P.<sup>®</sup> (Advanced Strategic Administration Program)  
Online Flexible Benefit Plan Enrollment Instructions**

**PLEASE READ CAREFULLY. You will need an A.S.A.P.<sup>®</sup> account to enroll online.**

**\*\*\*If you have already created your A.S.A.P.<sup>®</sup> account and know your Log In name and Password please follow the instructions on the bottom of this page "How to Enroll for the Plan Year"\*\*\***

**Please follow the instructions below to create your account if:**

- **You are a first time user of the DBS, Inc. website**
  - **You will be a new participant for the Flex Plan for the plan year 01/01/12 – 12/31/12**
1. Logon to our web site at [www.dbsbenefits.com](http://www.dbsbenefits.com)
  2. Select the '**Create New Account**' box which is the first box located on the bottom left of your screen.
  3. Type in the employer PIN: **SASD** (then click "submit")
  4. Fill out the secure A.S.A.P.<sup>®</sup> User Information Form.  
(When entering the Log In Name and Password, you may choose any combination of letters and numbers. Be sure to remember the Log In Name and Password by writing it down and keeping it in a secure location)
  5. When finished entering your account information, click 'Submit' and your online A.S.A.P.<sup>®</sup> account will be created. Then follow the instructions to enroll.

**How to Enroll for the Plan Year 01/01/12 – 12/31/12**

**Now that you have set up your online A.S.A.P.<sup>®</sup> account,  
you can enroll by following the steps outlined below.**

1. Enter your **Log In Name** and **Password** that you had chosen previously when setting up your online A.S.A.P.<sup>®</sup> account and click '**Log In To Your Account**'.
2. Select the **01/01/12 – 12/31/12** plan year on the top of the screen then click on the '**Enrollment**' button.
3. Complete the enrollment information as asked for on the enrollment form.
4. When finished proceed to the bottom of the form and check the box next to '**Agree to the legal terms stated above**'.
5. Next click on the red '**click here to submit enrollment**' button. (The red button **must** be clicked in order to have your enrollment form sent properly and to complete your online enrollment successfully).
6. **You will be shown another window that will indicate to you that you have successfully enrolled.** You will have an option to print the enrollment form by clicking on the print selection '**click here**' tab at the bottom of the window.
7. When finished click on the '**logout**' link at the top of the page.

**Thank you for using the A.S.A.P. Online enrollment system.**



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