



# enroll now health & day care Flexible Spending Accounts

## GUIDE TO ONLINE ENROLLMENT

### OVERVIEW

Health Care Flexible Spending Accounts (FSA) have a maximum contribution of \$2,500 per plan year. Day Care FSA has a maximum of \$5,000 per plan year (\$2,500 if married, filing separately). The minimum amount allowed by the City of Bellevue is \$240 annually.

### INSTRUCTIONS

To calculate the per month deduction amount, enter the annual amount that you would like to have deducted in the **“Yearly Coverage”** box and hit the Tab key. The system will calculate the monthly amount that will be payroll deducted based on the number of months remaining in the benefit year.

Click **“Enroll”** to elect and advance to the next screen.

Click **“Waive this benefit”** to waive a flexible spending plan and advance to the next screen.

Click **“Continue”** to advance to the next screen if you are not making any changes to an existing election.

Scroll to the bottom of any **“Enroll Now”** page and click **“Forms Library”** to access additional resources or benefits information.

The **Election Summary** deduction information on the right side of the screen will update based on your elections for the pay period indicated (From Your Pocket). **Note:** An effective date of coverage may be in a future pay period.

**Change Approval** pop-up will appear if an administrator approval is required.  
The benefit election will be flagged as pending.





# health care flexible spending account Reimbursement Method

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### OVERVIEW

Navia Benefit Solutions (Navia) asks that City of Bellevue employees participating in the medical flexible spending account elect their preferred method of reimbursement. You will need to provide an email address that should be used to set up an online health care or day care flexible spending account.



### INSTRUCTIONS

The Health Care Flexible Spending Reimbursement Method and Navia Online Account screen will automatically open when a health care or day care flexible spending account election is made.

Click the drop-down arrow to open the drop-down box to select your preferred method of reimbursement for health care expenses. There are two options from which to choose: FSA Debit Card or No FSA Debit card. Click your selection to highlight it.

Type in the preferred email address Navia should use to set up your online health care or day care flexible spending account. Fields preceded by a red bar are required.

Click **“Save & Continue”** to advance to the next screen.

Click **“Reset”** to clear the information added/changed and start over.

Click **“Back”** to return to the last screen from which you advanced.

