FSA ONLINE ENROLLMENT INSTRUCTIONS

For Open Enrollment only through the BASIC pacific system

Review your Flex Plan Summary thoroughly prior to enrolling. Then, when you are ready to enroll, simply follow these step-by-step instructions before your Open Enrollment deadline.

IF YOU ENCOUNTER PROBLEMS,

Contact BASIC pacific Customer Service during normal business hours

BASIC pacific Customer Service: (916) 303-7090 or (800) 574-5448 | M-F 8:30a-4:30p PST
Fax: (916) 303-7083 or (800) 584-4591 | Email: customerservice@basicpacific.com
ONLINE ENROLLMENT INSTRUCTIONS

HOW TO LOGIN:
1. Visit our website at www.basicpacific.com
2. Click on "Participant", then "Reimbursement Account":

   ![Participant and Employer options]

3. Your DEFAULT USERNAME is:
   • Your Los Rios 7 Digit ID Number

   EXAMPLE: 1234567

4. Your DEFAULT PASSWORD is:
   • PASSWORD (case sensitive)

   ![Login page]

PLEASE NOTE: Based on your current eligibility, a Login has been created for you in the BASIC pacific system (use Default). However, existing FSA participants should access using the private password previously created.
5. **Change your password:** If this is the first time you have entered the BASIC pacific system, you will be prompted to create a new, unique password before entering the enrollment site.

6. **Enter answers to 5 (FIVE) security questions:** If this is the first time you have entered the BASIC pacific system, you will be prompted to answer 5 security questions. This will enable you to retrieve your username and password if you forget in the future.

**HOW TO BEGIN ENROLLMENT:**

1. Click the **Enroll Now** button.

2. Review the plan information. When you are ready to enroll, click **Begin Your Enrollment Now**.

   ![Enrollment Screen]

   **NOTE:** To read more about your plans, click on “**Plan Description**”.

 ![Plan Description Link]
ENROLLING IN BENEFITS:

You will be guided step-by-step through the enrollment process, so just follow along, enter the required information and click on “Continue” after each screen.

Tab 1: Verify and update your personal information.

Tab 2: Add Your Dependents to the system.

- Enter your dependent’s information, and click Add to List. Repeat this step for each eligible dependent you would like to add.

- NOTE: You must enter your dependent child(ren) information here or you will not be permitted to make a Dependent Care Spending Account election. You do not need to add dependents if you are only electing the Medical FSA.
Tab 3: Confirm that you have read the Plan rules.
- Read the rules carefully.
- To learn more about your Flexible Spending Accounts, review your Summary Plan Description (SPD).
- You must check I have read and understand the rules for each plan before moving on.

Tab 4: Make your elections.
- Enter your annual election for each Account in which you want to enroll (your election may not exceed the Plan maximum indicated to the right of the box).
- Click the Calculate button. This will give you an estimate of your per pay period contribution and tax savings.
Tab 5: Select your payment method for reimbursement.

- The system will default to Benny Card, which will be issued to you if the benefit you choose qualifies.

- You will need to select a secondary payment method for claims that cannot be paid using your debit card. Direct Deposit is highly recommended. It is fast, reliable and convenient. In addition, BASIC pacific will send you a confirmation email every time you are paid a reimbursement by direct deposit.

- For Direct Deposit, complete the banking information as directed. If you are already signed up for Direct Deposit with BASIC pacific, your current bank account information should be visible.
Your bank information should automatically populate if you are already signed up for Direct Deposit. If you are signing up for Direct Deposit for the first time or your information did not automatically populate, you will need to fill in your bank account information. Click Change Your Bank if you need to update the routing number.
Tab 6: Verify your enrollment.

- Review your information. If it is correct, click the **Submit** button at the bottom and print the confirmation page for your records. If you need to change anything, just click the appropriate **Edit Information** button to the right and it will take you back to that tab. Then, just make your changes and proceed through the Tabs as you did before.

Make sure to click **Submit** to complete your enrollment!
CONFIRMATION PAGE

The confirmation page verifies that your enrollment is complete! Please Print or save electronically for your records.

What Now?

Next Steps: We recommend that you click on the Next Steps link within your Confirmation to review your welcome packet, as this contains information on how to file a claim, and much more. This is also available on line under the Tools & Support tab.

Direct Deposit: Be sure that you have properly completed your bank account information.

Email Address: Please be aware that your email of record will be used to communicate important benefit information only. Please watch for this as action may be required.

Enrollment Changes/Update: If there are any errors in your enrollment or you wish to make changes during the enrollment period, you may do so by returning to the Home page from here, or logging in again later (with your personal password).

If you are new to the plan, please watch for your BASIC pacific Benny Card to arrive by mail. If you already have a BASIC pacific Benny Card, please note that it is good for 3 years, through the expiration date and your new plan year benefit(s) will be loaded accordingly. You will not receive a new BASIC pacific Benny card every plan year.