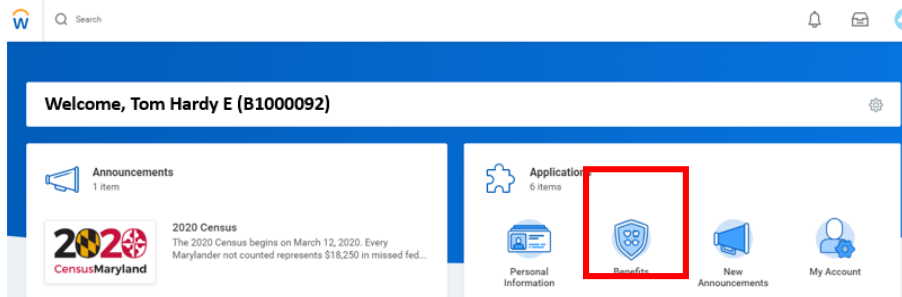


Initiate Life Event – Change Dependent Daycare FSA (COVID – 19)

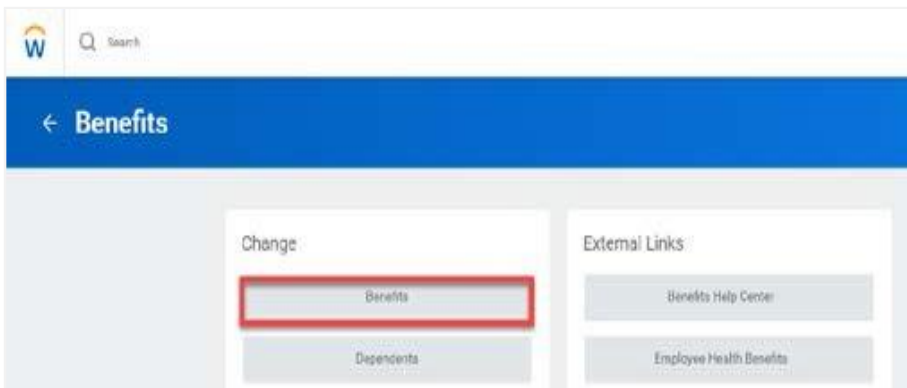
QUICK REFERENCE GUIDE

PROCESS STEPS:

1. From the SPS homepage, click the **Benefits** application icon.



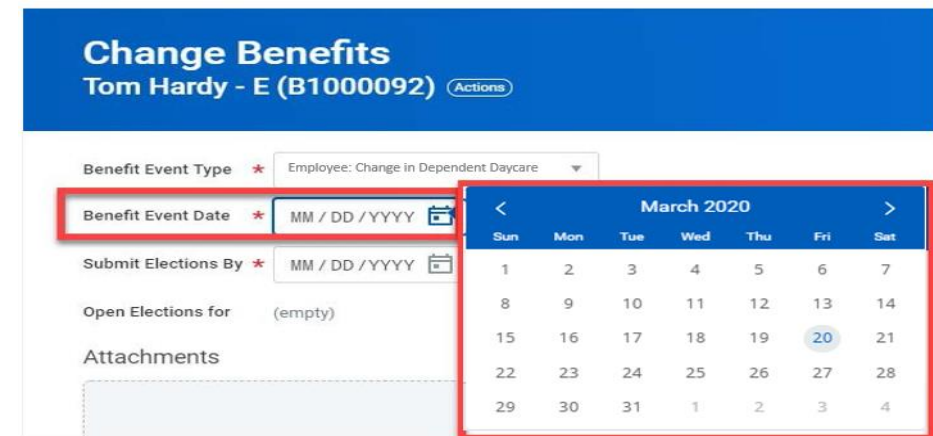
2. Click the **Benefits** button in the **Change** section.



3. Click the Benefit Event Type dropdown. Select the life event named **Employee: Change in Dependent Daycare**.



4. Enter the date of the event by manually typing the date or selecting the calendar in the **Benefit Event Date** field.



Initiate Life Event – Change Dependent Daycare FSA (COVID – 19)

QUICK REFERENCE GUIDE

PROCESS STEPS:

5. Review the entries on the page and click the **Submit** button.



6. The **You Have Submitted** page will appear designating the event is ready for you to make your dependent care election change.

Click the **Open** button to start your dependent care election change.



You have submitted

Benefit Event: Tom Hardy - E (B1000092) on 03/23/2020 [Actions](#)

Up Next

 Tom Hardy - E

Change Benefit Elections



[> Details and Process](#)

7. On the Change Benefit Elections page, scroll down to review the current Dependent Care FSA Annual election amount.

Spending Account Elections 1 item

Benefit Plan	*Elect / Waive	Contributions	Supporting Information
Dependent Care FSA - P&A Group	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Your number of remaining payroll deductions for the year 18 Your estimated contributions made this year 1,250.06 How much do you want to contribute for the total year? 5,000.00 How much do you want to contribute per paycheck (Semi-monthly)?	Minimum Contribution (Annual) \$120.00 Maximum Contribution (Annual) \$5,000.00 Provider Website P&A

8. Modify the Annual election amount in How much do you want to contribute for the total year? field and hit **Enter**.

After hitting Enter, the system will automatically recalculate the per paycheck amount and the monthly contribution amount.

If you no longer wish to contribute to your Dependent Care account, select the **Waive** button.

Initiate Life Event – Change Dependent Daycare FSA (COVID – 19)

QUICK REFERENCE GUIDE

PROCESS STEPS:

Spending Account Elections 1 item

Benefit Plan	*Elect / Waive	Contributions	Supporting Informat
		Your estimated contributions made this year 1,250.06	\$5,000.00
		How much do you want to contribute for the total year? 4,000.00	Provider Website P&A
		How much do you want to contribute per paycheck (Semi-monthly)? 152.77	
		Your contribution (Monthly) \$305.54	

9. Review the entries on the page and click the **Continue** button.

Continue

10. The Elected Coverage will display along with the estimated date the change will go into effect.

Elected Coverages 1 item

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Employee Cost (Monthly)
Dependent Care FSA - P&A Group	04/01/2020	04/01/2020	\$4,000.00 Annual			\$305.54
			Total:			\$305.54

11. Scroll down and click the **I Agree** checkbox.

I Agree

12. Review the entries on the page and click the **Submit** button.

Submit

13. On the **Submit Election Confirmation** page you have the option to print a copy of the election change using the **Print** button. If no print copy is desired, click the **Done** button.

Print

Done

The event has now been submitted to DBM Employee Benefits Department (EBD) for review. The election change will not go into effect until DBM EBD approves the election change. **The change will go into effect on the 1st of the month AFTER EBD approves the election change.** The employee will receive a SPS and email notification once the event is approved if you have a work and/or personal email address in SPS.

Please note DBM EBD will ensure the event accurately reflects the amount the employee has contributed to date before approval. Based on this review, the per paycheck amount may slightly change, but the Annual election will remain the same.