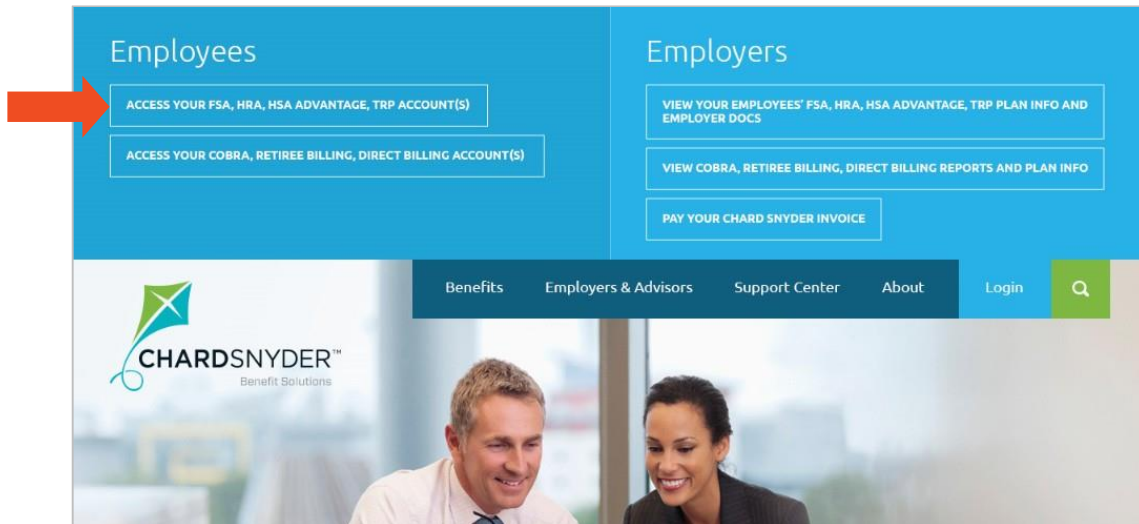


Participant Online Enrollment Instructions

Chard Snyder is pleased to offer online enrollment services for your plan. To enroll, go to www.chard-snyder.com and click on the bright blue Login button in the upper right corner of the page. The page will slide down to reveal the login options. Select 'ACCESS YOUR FSA, HRA, HSA ADVANTAGE, TRP ACCOUNT(S)' from the Employees section on the left.



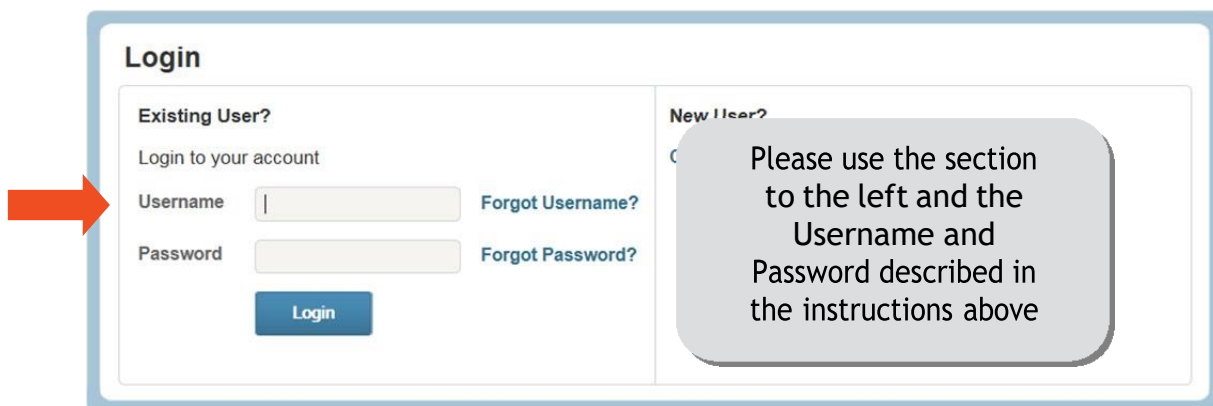
You are now on the login page. Use the 'Login to your account' section on the left. If you have previously accessed the web portal, please use the username and password that you set up at that time.

New Users will also log in with the 'Existing User?' section by using the following formula:

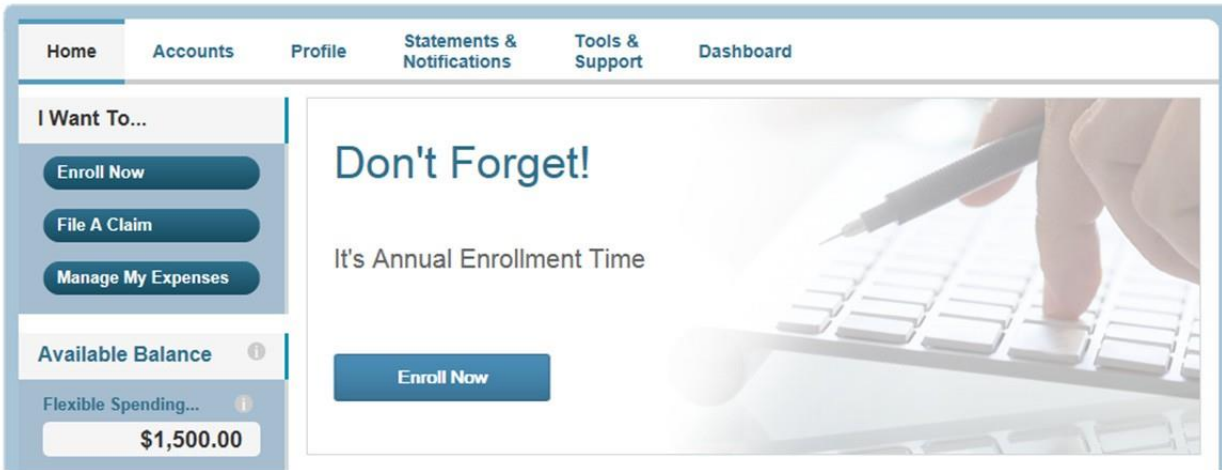
Username - 9 digit Key Number (if your Key number is less than 9 digits, please add zeroes (0) at the beginning to make it 9 digits)

Password - Last 4 digits of your Key Number

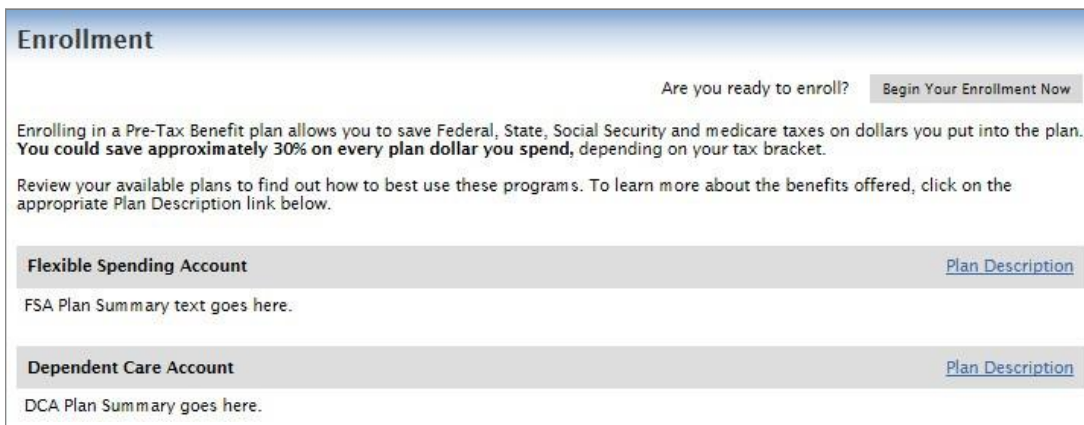
You will then be prompted to change your password and set up security questions.



Once you have successfully entered the system, you will be on your Home Tab.
To access the online enrollment feature, click the 'Enroll Now' button.



Click on 'Begin Your Enrollment Now' on the right:



Need to Make Changes later?

If you return to the Home Tab after completing your enrollment, you will see that the link says 'Update.' Use this link to make changes to your enrollment during the open enrollment period.

Please contact your human resources department for the dates of your open enrollment period.

Step 1 - Review Participant Profile

Review your personal information and update if necessary. Please include your email address so we can contact you with important information about your account.

Step 2 - Review Dependent Information

Please review your dependent information and update if necessary.

Step 3 - Review Plan Rules

Please read the plan rules for each plan that you are enrolling in and check the box that says that you have read and understand each plan. If you have any questions about the plans, please contact us at 800.982.7715 or askpenny@chard-snyder.com.

Step 4 - Enter Your Elections

Here you will enter the annual amount that you would like to put into each account. After you click the 'Calculate' button, you will see the estimated amount that will be deducted from each paycheck.

Elections

steps: 1 2 3 4 5 6

Enter your actual elections in the field provided. To calculate the total elections, tax savings, and estimated per pay period deduction select the calculate button. If you choose to not enroll in a plan leave the field blank.

	Your Election	Max Employee Election
Flexible Spending Account	<input type="text" value="2500"/>	\$2,500.00
Limited Flexible Spending Account	<input type="text"/>	\$2,500.00
Dependent Care Account	<input type="text" value="5000"/>	\$5,000.00

Total election for the year:	\$7,500.00	
Total tax savings for the year*:	\$2,250.00	<input type="button" value="Calculate"/>
Estimated per pay period deduction:	\$277.78	

* Tax savings estimate is based on a 30% tax rate. True tax savings will be based on your individual circumstances.

Step 5 - Choose Your Reimbursement Method

Please choose your preferred method of reimbursement. Options will vary depending on your plan.

Step 6 - Verify Enrollment Information

Please review all information and make any necessary changes. Click 'Submit' to complete your enrollment. You may return to make changes at any time during your open enrollment period.

Enrollment Verification

steps: 1 2 3 4 5 6

You must click submit at the bottom of this page to complete your enrollment.

Profile

[Edit Information](#)

Name: Matt Model
Social Security Number: xxx-xx-7787
Address: 54566 Model Lane
Mason, OH 45040 United States
Home Phone: (513) 556-8998
Birth Date: 11/29/1981
Gender: Male
Marital Status: Single
Email Address:
Do you have any dependents? No

Dependents

[Edit Information](#)

No dependents specified.

Enrollment Elections

[Edit Information](#)

	Employee Contribution
Flexible Spending Account	\$2,000.00
Dependent Care Account	Not Eligible

Total Election for the year:	\$2,000.00
Estimated per pay period reduction: [*]	\$74.07

^{*} Begins on the first pay date of the Plan Year.

Method of Reimbursement

[Edit Information](#)

You have chosen **Debit Card** as your method of payment.
Your alternate reimbursement method is Direct Deposit.

Separate debit cards will be issued to the following dependents:
No dependent debit cards issued

[Submit](#) [Cancel](#)

After submitting your enrollment you will receive a confirmation. Use the 'Print' button on the confirmation page if you would like a copy for your records.

If you have any questions, please contact us at 800.982.7715.

Thanks for enrolling online!



800.982.7715 www.chard-snyder.com

