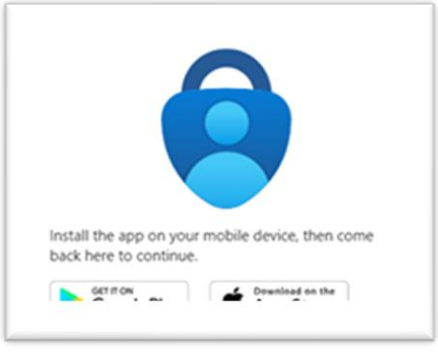
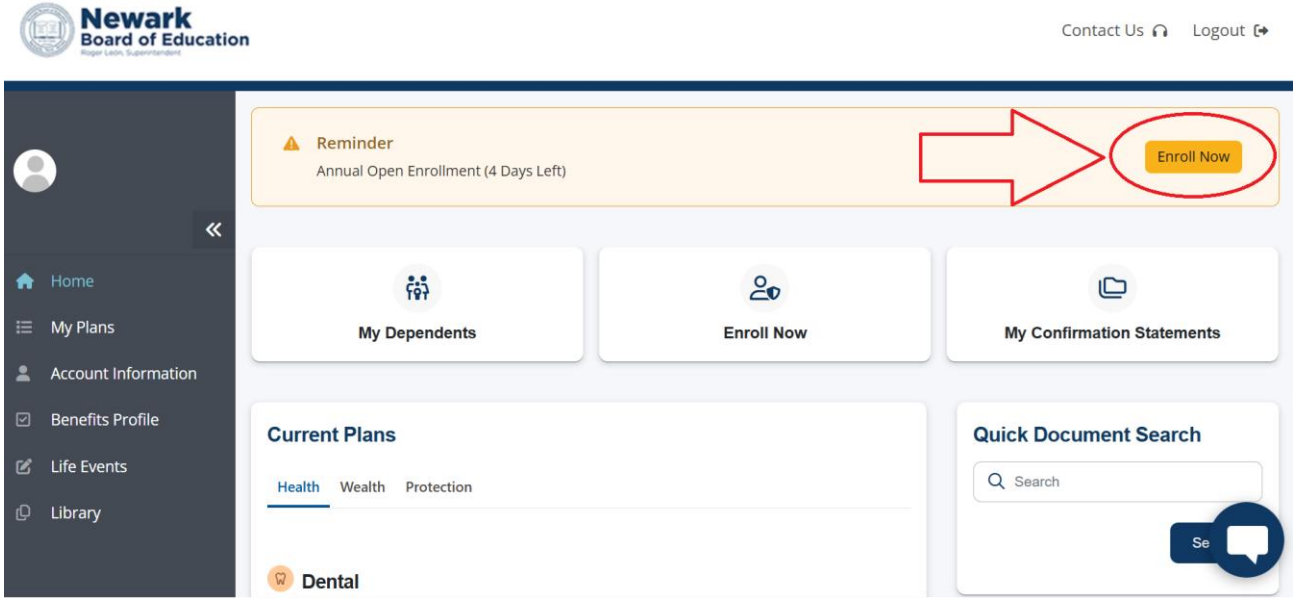
Step-by-Step Guide to completing your FSA or DCA Enrollment

Disclaimer: Be advised that in the event you do not click the "Finish Enrollment" button, any changes you made to your enrollments will be processed according to the selection made at that point. The online enrollment process will save your progress even if you do not complete the enrollment. For example, if you enter a amount under FSA and/or DCA, and you fail to zero it out, the system **will automatically process your application as enrolling** onto FSA and/or DCA program.

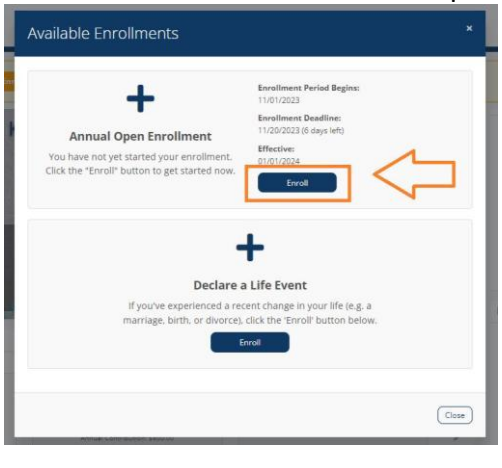
Directions on to enroll into Healthcare
Flexible Spending Account and/or Dependent Care Account during Open Enrollment

First please visit www.NBOEbenefits.com logging in using your SSO. Remember, if you are logging on from outside the district's secure network, you are required to use the Microsoft Authenticator to set up the Multi-factor Authentication.

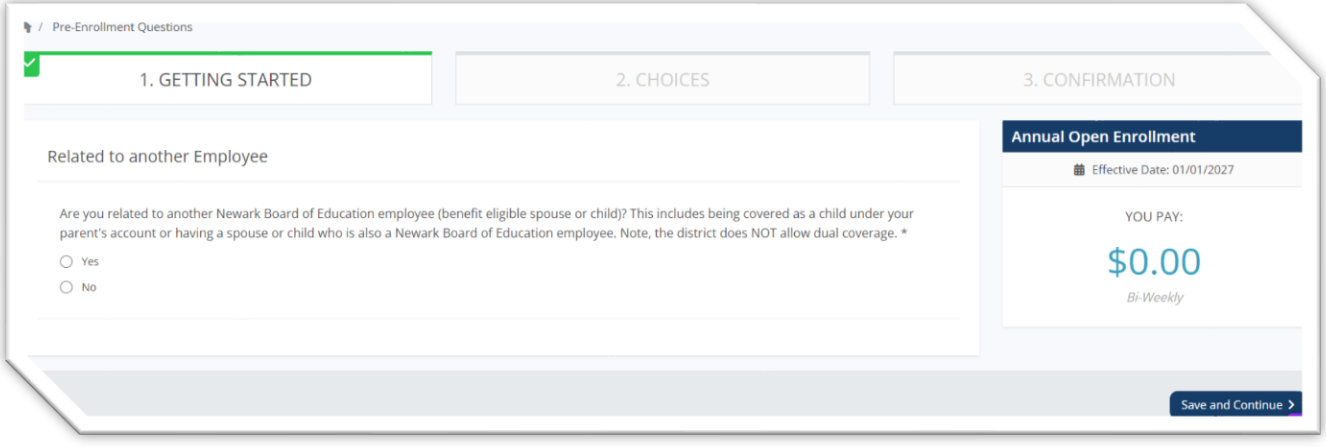




Click on the **Enroll Now** button on the center of the screen. A pop up will appear and you will click on the Enroll button for the Annual Open Enrollment

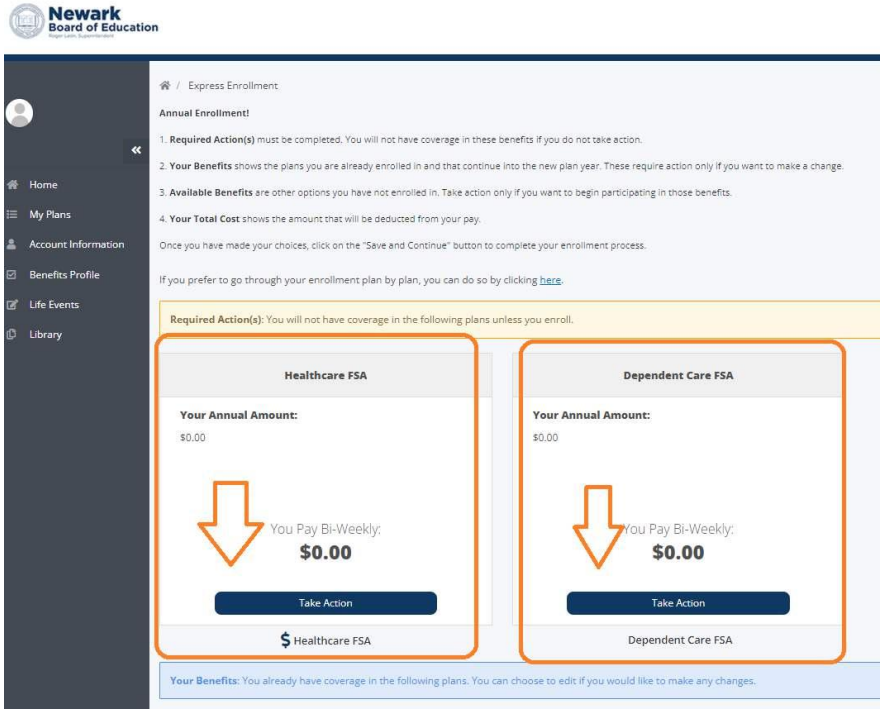


The screen will ask if you are related to another employee:

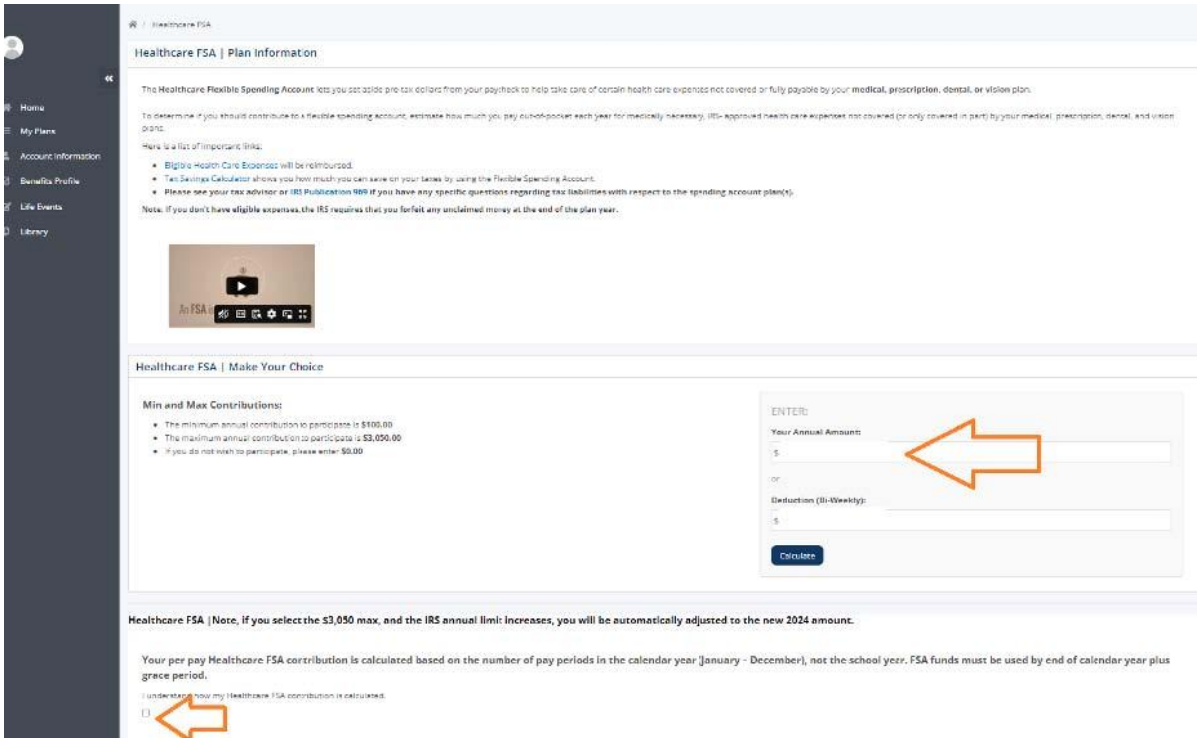


You will see the **Express Enrollment** screen, and select what is applicable (i.e. Healthcare FSA and/or Dependent Care FSA) Questions on what eligible expenses are please visit https://nboehrs.com/flexible-spending-account-fsa-dependent-care-account/

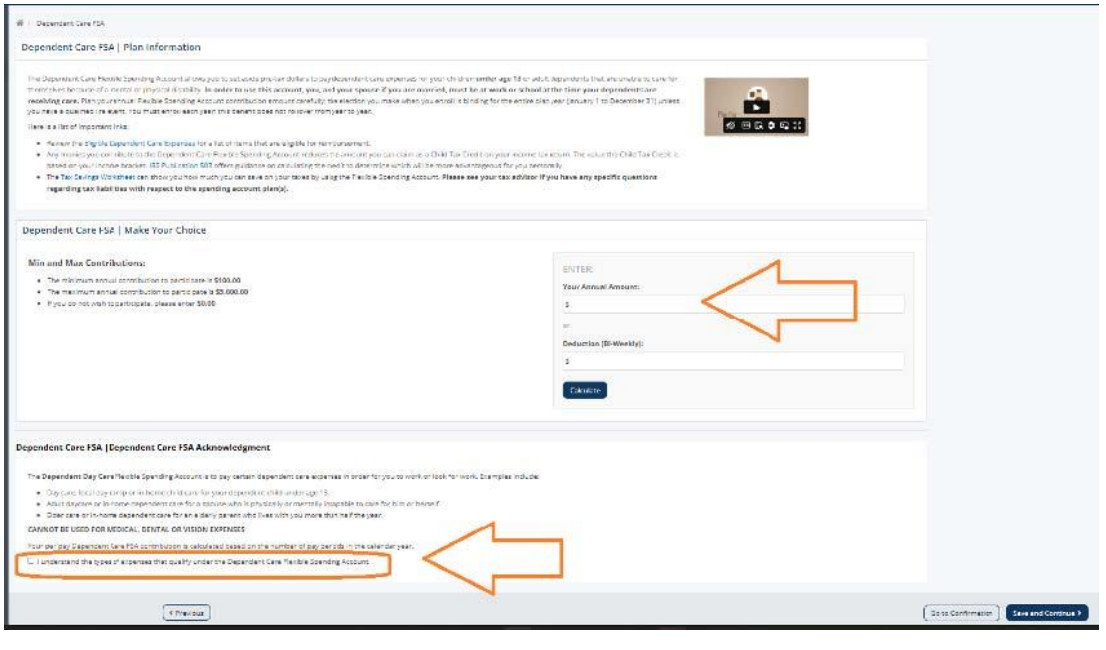
DO NOT ENROLL into the account until you understand how the program works.



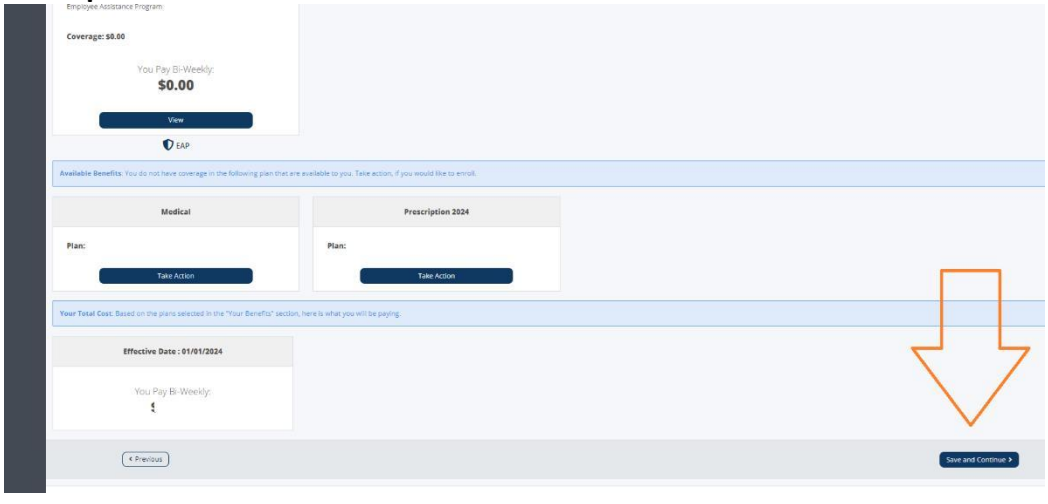
When you select the either tile, you are prompted to enter your annual amount for the calendar year. At the bottom of the page, you must click on the check box to confirm you understand how Healthcare FSA contribution is calculated.



The same is true for the Dependent Care Account election. **Reminde**r: **DO NOT ENROLL** into the account, until you understand how the program works.



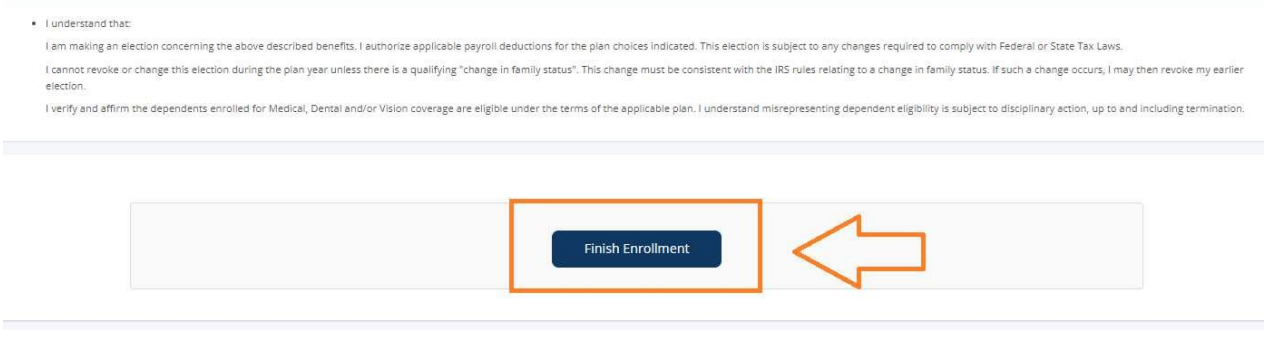
To generate a confirmation sheet, after you make your elections on the account, please scroll down to the **Express Enrollment** screen and click **Save and Continue**.



You will be redirected to a Confirmation Statement that outline all your new enrollment(s). Please review all the information thoroughly.



Lastly, you can click **Finish Enrollment** button when you scroll to the bottom. Note, your elections will still process even if you don't click "**Finish Enrollment**".

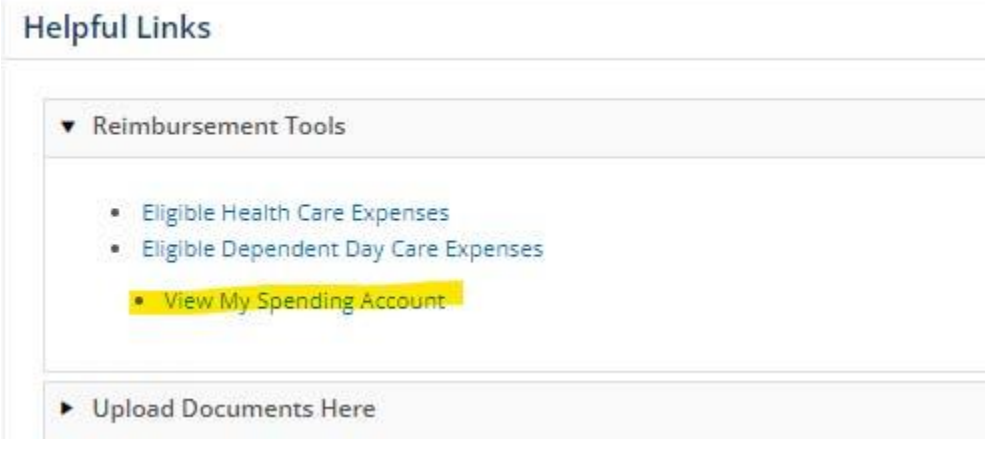


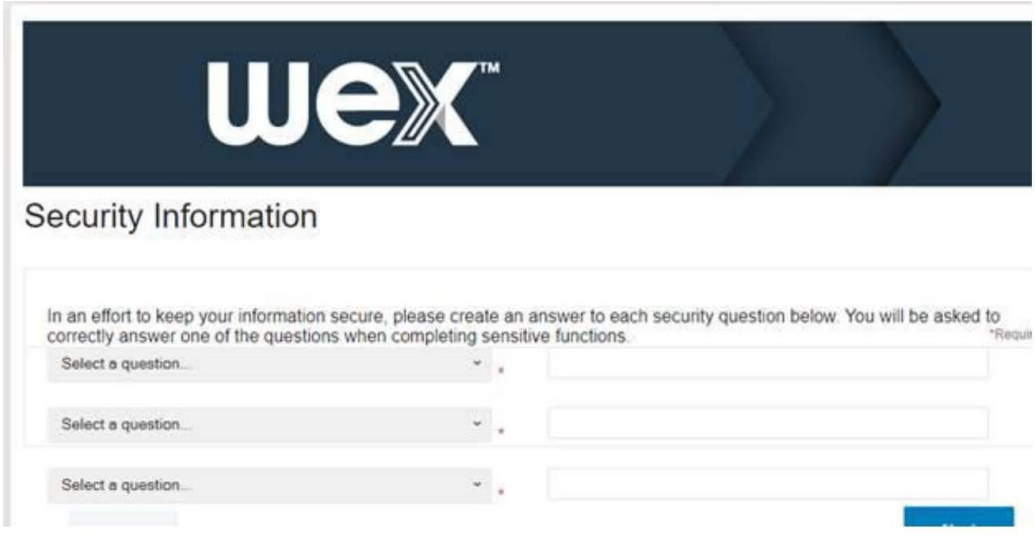
If you never had a WEX - FSA/DCA/Commuter card, you will receive the WEX Benefits Card in the mail via US Postal Services within 14 business days.

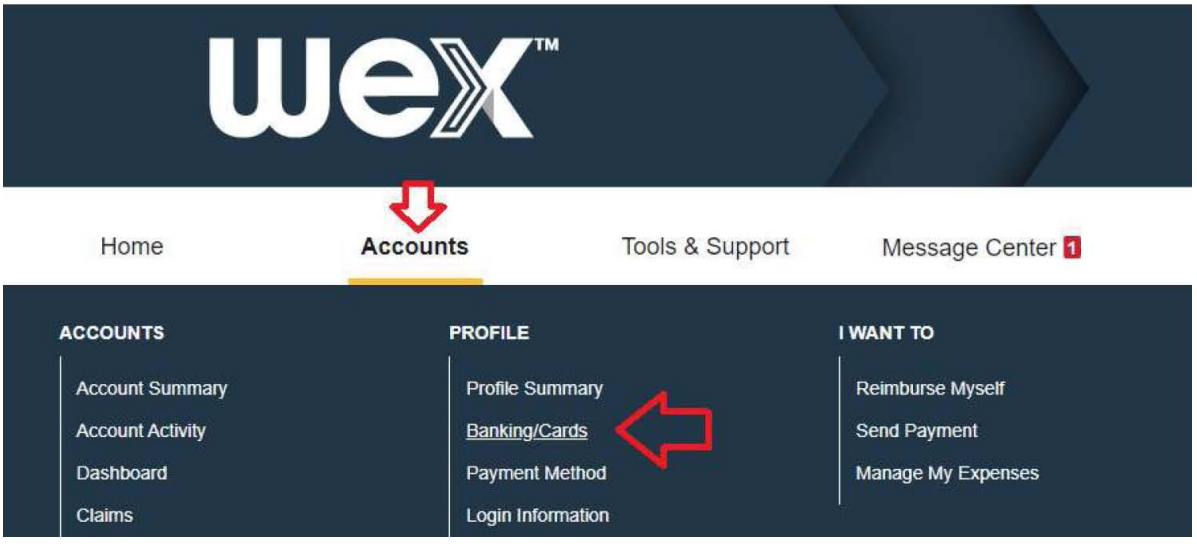


Side note, to view your balance on your WEX benefit card or to report the card lost or stolen, please visit your Benefits Enrollment website at www.NBOEbenefits.com. Signing in using your school credentials (email and password).

Scroll to the middle of the page, click Helpful Links, Reimbursement Tools, then View Spending Account. Answer the security questions, there go to Accounts > Banking/Cards to report the card lost or stolen. Note, the card was mailed to the address on file.







Any questions you can contact the following:

NBOE Human Resource Services
Benefits Team
973-733-7336
benefits@nps.k12.nj.us

WEX Customer Service
1-877-837-5017
help@mybenefitexpress.com