

# Changing DDCFSA election and what the system will look like for an employee.

This includes starting, stopping, or editing contribution amount.

Step 1: Log into eBenefits

Step 2: Select "Get Started".

## Have you experienced a life change that requires you to edit your benefits?

Whether you have recently had a baby or experienced another event that requires you to edit your benefits, we are here to help. Let us walk you through any changes in order to ensure that your coverage best fits your needs.


Get Started >

Step 3: On the drop-down list for reason choose "Day care change".

## Select reason for changing your benefits

You are making a change to benefit elections. Why are you making this change?

Select reason for change \*

[Life event not listed?](#)

Enter the date of this life event \*

Next

Cancel

Step 4: This will automatically ask the employee to enter the date of their dependent day care change. Once a date is entered for the change, employee would click "Next".

## Select reason for changing your benefits

You are making a change to benefit elections. Why are you making this change?

Select reason for change \*

Day care change 

Life event not listed?

Please enter the date your dependent day care changed (start, stop, or change of cost).

Enter the date of this life event \*

Next

Cancel

Step 5: If dependents have not changed, click “Next”, otherwise they can add or edit a dependent.

### Take a moment to review your family

Below is a summary of everyone that you have entered as a member of your family. Take a moment to review. If anyone is missing, you may create them in the system. Keeping an accurate record of your family is important, because it allows us to better suggest benefits and plans that may be right for you

Name	Relationship	Date of Birth	Gender	Actions
[Redacted]	Child	[Redacted]	Male	Edit
[Redacted]	Spouse	[Redacted]	Male	Edit
[Redacted]	Child	[Redacted]	Female	Edit

Add Dependent

Next

Previous

Step 6: This notice does not apply to NCFlex benefit changes, click “Close”.

#### Important notice:

If you are making a change, please upload the necessary documentation within 30 days. Failure to upload proper documentation will result in reversal/denial of the requested change.

Review the link below to ensure you have all the required documentation.


- [SHP QLE Documents](#)

Close

Step 7: If the employee already has a DDCFSA account, this screen will show the option of “Edit Contribution” (Step 8 - to reduce or increase the amount for the year, but not below what has already been payroll deducted) or “Edit coverage” (Step 10 - to cancel coverage going forward).

Note: If someone is adding the DDCFSA account for the first time, skip to Step 15.


**You may want to update these benefits**

 **Update your NCFlex Dependent Day Care FSA coverage** **\$416.67**  
per month  
**2020 Dependent Day Care Flexible Spending Account**

Contribution Amount: \$5,000.00 Per Plan Year \$416.67 per month

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Effective Date: 01/01/2020

Persons Covered: 

[Edit coverage](#) [Show Plan Details](#) ▼

**The life change you entered doesn't affect these benefits** ▼

Step 8: If an employee chooses “Edit Contribution” this screen will show. They can then change their contribution amount for the year. Then click “Next”. In this scenario, the employee is reducing their yearly amount. Please note, if an employee is adding the plan for the first time or after a break in coverage, this is the amount they desire to have going forward for the remainder of the year. The annual maximum allowed remains \$5000. If the employee adds coverage after a break, they should take into account the amount already contributed.

**NCFlex Dependent Day Care FSA**

How much money do you want to contribute to your *NCFlex Dependent Day Care FSA* account?

You can contribute between \$120.00 and \$5,000.00 per plan year.

Contribution Amount

The **dependent care** Flexible Spending Account is separate from the **health** Flexible Spending Account and can be used for non-healthcare expenses related to your dependents (Example: Day care expenses for children under 13). The amount you enter will be divided into individual deductions over the remainder of the year.

Step 9: If someone is editing the amount this overview screen now shows their new monthly amount and yearly contribution amount.

### You may want to update these benefits



#### Update your NCFlex Dependent Day Care FSA coverage 2020 Dependent Day Care Flexible Spending Account

**\$216.67**  
per month

Contribution Amount: \$3,000.00 Per Plan Year \$216.67 per month

Effective Date: 01/01/2020

Persons Covered:  

Edit contribution

[Edit coverage](#)

[Show Plan Details](#) ▼

Step 10: If someone instead chooses “Edit coverage” they will then have the option to “Decline Coverage” if they would like to cancel going forward.

### 2020 Dependent Day Care Flexible Spending Account

✓ Currently Selected

[Decline Coverage](#) I would like to decline NCFlex Dependent Day Care FSA coverage.

Next

Previous

Cancel

Step 11: If they choose “Decline coverage” they will get this message and choose “Yes, decline”.

Are you sure you want to decline NCFlex Dependent Day Care FSA coverage?


If you decline, you and/or your family may be without NCFlex Dependent Day Care FSA coverage.

Do not show this warning again.

[Yes, decline](#) [Cancel](#)

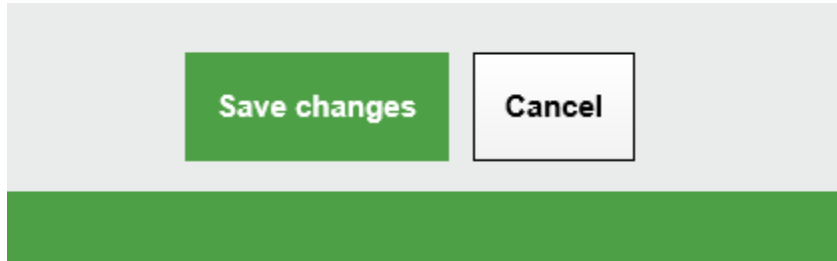
Step 12: The overview page would then show the coverage cancelled at the end of the month from the date of the event.

**You may want to update these benefits**

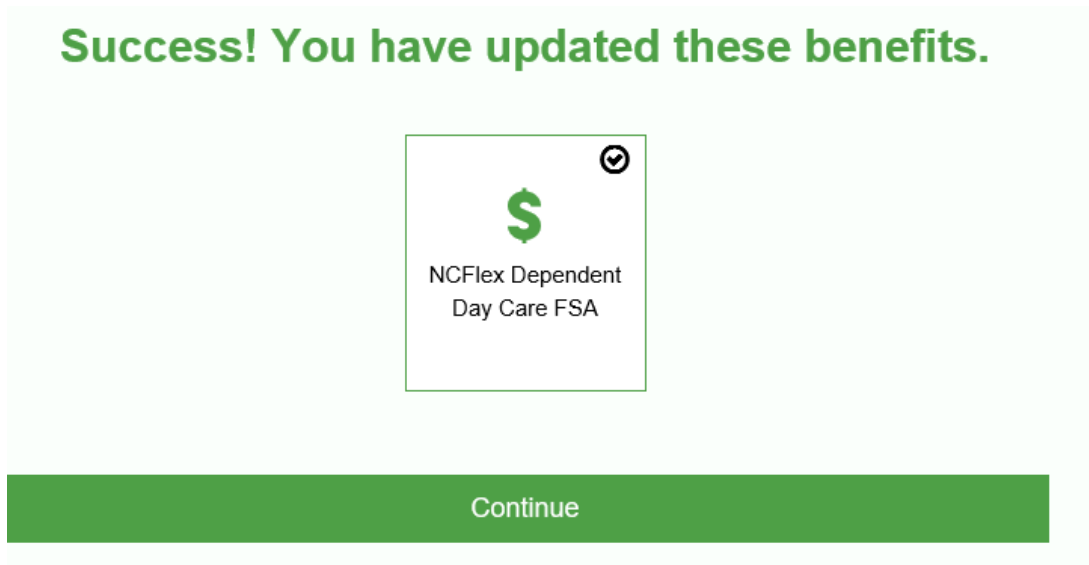
 **Choose your NCFlex Dependent Day Care FSA coverage**  
**Cancelled as of 03/31/2020**

[Edit coverage](#)

Step 13: The employee would then choose “Save changes” towards the bottom of the screen.




Step 14: The last screen will show this message and the employee can click “Continue” to go back to the home screen.



Step 15: Continued from Step 6, if someone did not already have a DDCFSA account or is adding coverage back later after cancelling, they would see this screen and choose “Edit coverage”.

## You may want to update these benefits



**Update your Dependent Day Care FSA coverage**  
You have declined this benefit.

Step 16: Click “Select Plan”.

## NCFlex Dependent Daycare Flexible Spending Account

[Decline Coverage](#) I would like to decline Dependent Day Care FSA coverage.



Step 17: Enter Contribution Amount for the remainder of the year. Click "Next". Now follow Steps 9, 13 and 14.

## NCFlex Dependent Day Care FSA

How much money do you want to contribute to your *NCFlex Dependent Day Care FSA* account?

You can contribute between \$120.00 and \$5,000.00 per plan year.

Contribution Amount

0000.00 ✕

The **dependent care** Flexible Spending Account is separate from the **health** Flexible Spending Account and can be used for non-healthcare expenses related to your dependents (Example: Day care expenses for children under 13). The amount you enter will be divided into individual deductions over the remainder of the year.

Next

Previous

Cancel