

Enrollment Toolkit *Checklist*

Increase your FSA enrollment by promoting your plan with our Enrollment Toolkit.

Posters

Open this file using free [Adobe® Reader](#) and type your organization's Open Enrollment Dates on the bottom of the posters before printing them out on legal-size paper (8.5" x 14"). Hang the posters in break rooms, by the coffee machine, near copiers, or anywhere your employees may congregate.

Enrollment Flyer

This handout reinforces the key benefits of an FSA. It can be distributed during your Open Enrollment Period or benefits education meetings. Leave a few in locations near the posters as well.

Eligible Expense List

This flyer lists examples of the types of products and services employees can save money on when using an FSA. Distribute it along with the Enrollment Flyer.

Email Template

Remind your employees about their Open Enrollment Period, and provide a link to our [Employee Resource Webpage](#) which explains the basics of saving money with an FSA.

Videos

Add these videos to your website and local intranet. To embed on a webpage, play a video, click the share button in the top right corner, choose embed, and copy the code. To download, click the Vimeo logo in the play bar to open the video through Vimeo.com. Once there, click the Download button below the video and choose your file size.

Employee Resource Webpage

<https://www.ebcflex.com/FSASavings> | This page provides videos, an eligible expenses handout, an employee tax-savings calculator, and other information to help your employees understand the value of saving money with an FSA.

Administration Documents

In addition to the Enrollment Toolkit, be sure to download and distribute your plan administration documents such as The BESTflex Plan *Summary Plan Description*. Simply log in, open the Menu, choose "Forms and Materials" under "Resources", and click the BESTflex Plan logo. The documents are located in the "Enrollment Materials to Distribute to Eligible Employees" section.

