



# Guarantee a successful Open Enrollment season by planning ahead!

*Administrative delays may occur if enrollment data is received less than 30 days prior to your Plan's start date.*

Select from one of four enrollment methods. For more information on each enrollment method, please visit <http://ebsrmsco.com/FSAAccount/default.aspx>. Enrollment kits and forms are also found on this site.

## ***Participant Online Enrollment***

This is the recommended option. Participant online enrollment works for Plans of all sizes. Participants log into the Participant website, and then follow easy-to-use and easy-to-understand screens to confirm/update address information and enter annual elections for each benefit offered. Watch a tutorial of participant online enrollment at <http://ebsrmsco.com/FSAAccount/OnlineEnrollment/Default.html>.

Plan Sponsors must supply EBS-RMSCO with a full employee demographic file prior to the open enrollment period start date. Online enrollment cannot extend beyond the first day of the new Plan year. Employer funded money cannot be entered through online enrollment. This information must be sent separately to EBS-RMSCO. This option is not available for HRA Plans.

## ***Plan Sponsor Online Enrollment***

Use this option to enter your participants' enrollment directly into a template that is then loaded directly into our system. This option works for smaller plans. Participants would need to complete paper enrollment forms, and you would key the data into the pre-formatted template. Contact your EBS-RMSCO administrator for template that is pre-populated with your existing participants to eliminate much of the data entry process. By entering your enrollment data directly, your Plan bypasses our data entry department completely and allows for quicker set up and processing. Employer funded amounts can be entered directly into the online spreadsheets. This option is available for HRA Plans.

Step by step instructions for Plan Sponsor online enrollment can be found at <http://ebsrmsco.com/FSAAccount/default.aspx> (in the "Plan Sponsors", Open Enrollment section).

## ***Data File Enrollment***

We have a new preferred format for clients using this option. The file layout requirements are located at <http://ebsrmsco.com/FSAAccount/default.aspx> (in the "Plan Sponsors", Open Enrollment section). File enrollment is recommended for large Plans and/or Plans with a strong I.T. (Information Technology) resource to ensure the layout is met exactly. Please note that processing delays and additional charges may apply if the file is not in our format. This option is available for HRA Plans.

## ***Paper Enrollment Forms***

Use EBS-RMSCO's Enrollment Forms and Enrollment Kits which can be found at the bottom of the screen at <http://ebsrmsco.com/FSAAccount/default.aspx> (in the "Plan Sponsors", Open Enrollment section). Additional charges may apply if you use a custom Enrollment Form. Review all forms for completion and legibility. This option is not available for HRA Plans.

Thank you for your continued business. If you have any questions, please call your FSA/HRA administrator to discuss the specifics of your Plan.