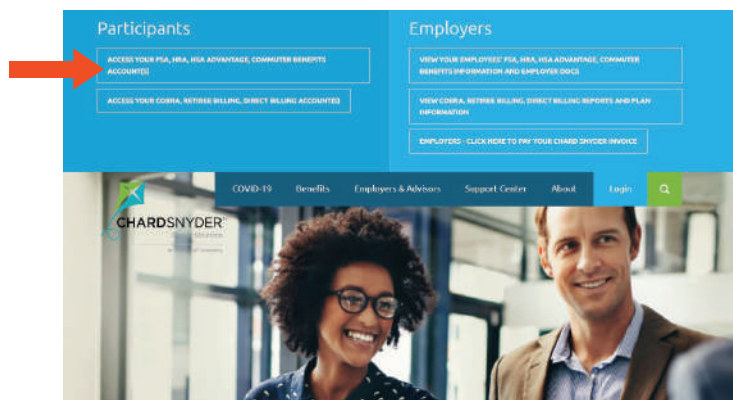


Chard Snyder Online Enrollment



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 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, COMMUTER BENEFITS ACCOUNT(S) from the *Participants* section on the left.



Under *New User*, select *Get Started*.

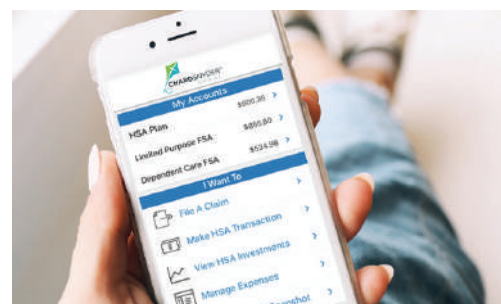
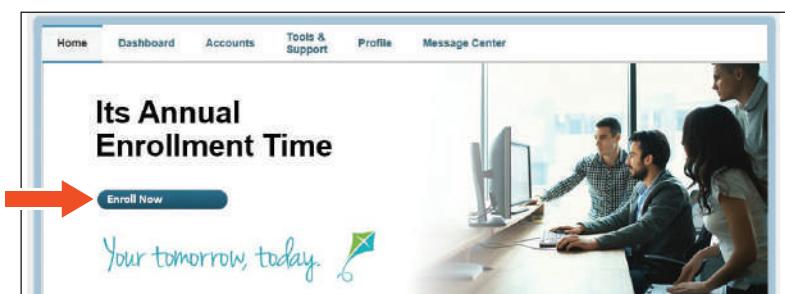
A screenshot of the Chard Snyder login page. The page has a "Login" header. Below it, there are two sections: "Existing Users" and "New User?". The "Existing Users" section has fields for "Username" and "Password", with links for "Forgot Username?" and "Forgot Password?". There is a "Login" button. The "New User?" section has a message: "New users can create a new account to get started." and a blue "Get Started" button. A red arrow points to the "Get Started" button.

Complete the next four steps. Select *Next* in the bottom right to advance.

1. Enter user identification details.
2. Select security questions and provide the answers.
3. Create a username and password.
4. Select *Submit* to complete registration.

Please note: If you have previously logged in, enter your username and password to access your account. If you don't remember your username and password, use the *Forgot Username?* or *Forgot Password?* links.

Once you have successfully entered your account, you will be on your *Home* page. To access the online enrollment feature, select *Enroll Now*.



The Chard Snyder Mobile App



Manage your
benefit plan
on the go,
anywhere,
anytime

Features

- View account balances and transaction details
- Enable Face ID or Touch ID for easy, secure access
- Submit FSA claims with receipt images using your phone's camera
- Manage HSA investments to update or transfer your portfolio (Options become available when minimum HSA cash balance set by your employer is reached)
- Catalog past and current receipts using your phone's camera
- Scan any product for eligibility using your phone's camera (Plan restrictions may apply)

Download from the App Store or
Google Play



www.chard-snyder.com



Chard Snyder helps you get the most out of your benefit plan.

Select *Begin Your Enrollment Now* on the right:

Enrollment

Are you ready to enroll? [Begin Your Enrollment Now](#)

Enrolling in a Pre-Tax Benefit plan allows you to save Federal, State, Social Security and Medicare taxes on dollars you put into the plan. You could save approximately 30% on every plan dollar you spend, depending on your tax bracket.

Review your available plans to find out how to best use these programs. To learn more about the benefits offered, click on the appropriate Plan Description link below.

Flexible Spending Account [Plan Description](#)

FSA Plan Summary text goes here.

Dependent Care Account [Plan Description](#)

DCA Plan Summary goes here.

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.

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	2500	\$2,500.00
Limited Flexible Spending Account		\$2,500.00
Dependent Care Account	5000	\$5,000.00
Total election for the year: \$7,500.00		
Total tax savings for the year*: \$2,250.00		
Estimated per pay period deduction: \$277.78		

[Calculate](#)

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

[Continue](#)

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. Select *Submit* to complete your enrollment. You may return to make changes at any time during your open enrollment period.

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 questions about your online enrollment, please call us or email askpenny@chard-snyder.com.



Chard Snyder Website

www.chard-snyder.com

Once you've enrolled, access your Chard Snyder online account from the website home page by clicking on the blue *Login* tab at the top right of the page.



Chard Snyder Participant Services

Our Participant Services team is here to help answer questions you may have about your benefit plan. Contact us via Live Chat on the Chard Snyder website or give us a call.



800.982.7715 www.chard-snyder.com