



Commonwealth of Massachusetts  
Group Insurance Commission

**Flexible Spending Account (FSA)  
Health Care Spending Account (HCSA) and/or Dependent Care Assistance Program (DCAP)  
Half-Year Plan 2016 – January 1 through June 30, 2016**

**New Participant Online Enrollment Instructions  
University of Massachusetts**

Go to [asiflex.com/GIC](http://asiflex.com/GIC) and hover over the "Re-Enrollment" tab in the navigation bar. From the drop down bar, hover over the "UMass Campuses" tab and then click on "New Enrollee".

From here, simply complete the form, click on "Submit" and follow the rest of these instructions:

1. Flexible Spending Account (FSA) Elections

HCSA– If you wish to participate in this account, check the box. Then enter the amount of your election and hit "Calculate". Once you are satisfied with your election, click "Continue" to go to the next page. *If you do not wish to participate in the Health Care FSA, simply click "Continue" to go to the next page.*

DCAP – If you wish to participate in this account, check the box. Then enter the amount of your election and hit "Calculate". Once you are satisfied with your election, click "Continue" to go to the next page. *If you do not wish to participate in the Dependent Care Assistance Plan, simply click "Continue" to go to the next page.*

2. Reimbursement - To have claims reimbursements deposited to a bank account, complete the bank routing number, account number and type of account. You may also sign up for text alerts by providing your mobile phone number and wireless carrier information. To sign up for email alerts, enter and confirm your email address. Click "Continue".

3. Health Care FSA Debit Card Verification and Acknowledgement – HCSA participants will automatically receive two free debit cards. Enter information as requested to validate your address and to acknowledge you understand how to use the Card. Remember: Use of the card is not paperless and you may be required to submit documentation to support and validate the card transactions. Click "Continue".

4. Insurance Information – Select the health insurance plan you are enrolled as of January 1, 2016. Click "Continue".

5. Final Review - Review and confirm your elections. Click "Confirm" to complete your enrollment, or click "Go Back" to change your enrollment.

6. Your Elections Have Been Recorded - The final screen will display your confirmation number and election. **Print, sign and date your online confirmation and fax it to 508-856-4049 or email to [Benefits.UMMS@umassmed.edu](mailto:Benefits.UMMS@umassmed.edu). Also, save a copy for your records.**

| Agency Code | Campus             | Benefit Coordinator   |
|-------------|--------------------|-----------------------|
| UMS/0145    | Medical School     | Katie Temple          |
| UMS/0147    | Amherst            | Beth Ives             |
| UMS/0149    | President's Office | Anna Pitocchelli      |
| UMS/0182    | Boston             | Barbara Jean Conneely |
| UMS/0208    | Dartmouth          | Nancy Holsworth       |
| UMS/0209    | Lowell             | Christine Krupa       |

Note: If you need to make a change after exiting the enrollment site and before open enrollment closes on December 4, simply login and enroll again. Instead of selecting "New Enrollee" in the drop down tab from the [www.asiflex.com/GIC](http://www.asiflex.com/GIC) website, you will select "Re-Enrollee". You will need to enter your SSN and click "Begin". Then enter the information for validation purposes and click "Continue". You will select the "Make a new enrollment election" option and click "Continue". From there, please start at step 1 of this procedure. The last on-line enrollment submitted is the one saved for your 2016 Half-Year Plan participation.