



Flex\$ystem

Enroll from the privacy of you own Home!

Enrolling Has Never Been Easier!

With on-line enrollment you benefit from 24-hour access and the convenience and the privacy of being able to enroll from your own home. In addition, you can check your FlexSystem account balances on-line.

New Enrolling Employees

1. IMPORTANT FIRST STEP: Fill out the Flexible Compensation Enrollment Forms found on the Benefits page of the People Services web site. These include Enrollment Form, Disclosure Form, Direct Deposit Election Form, and Dependent Claim Card Form
2. Then log on to www.tasconline.com/tasconline/flexsystem/enroll
 - a. User id = 4900-0830-4755 (you must type the dashes)
 - b. Your email address
 - c. You will receive and email with your personal user id and PIN
3. Visit www.tasconline.com
4. Login using your login id and PIN
5. Click on the green 'continue' button on the participant manager screen and agree to the terms
6. Click on 'continue'
7. Select the appropriate Plan from the drop down menu
 - a. Field staff plan = 01/01/2009-12/31/2009 International Students Inc 12 P12
 - b. Home office plan = 01/01/2009-12/31/2009 International Students Inc 24 P24
8. Select the Benefit(s) in which you wish to enroll by clicking on 'Elect' next to the Benefit name.
9. Enter the total **YEARLY** amount for each elected benefit
10. Enter your personal information: name, address, email, phone, etc.
11. Click 'submit'
12. Once the on-line enrollment has been completed, mail all of the forms completed in Step 1 to the Finance Department. (Enrollment Form, Disclosure Form, Direct Deposit Election Form, and Dependent Claim Card Form) If any of the forms are not relevant to your situation, DO NOT return them.
13. If you are an employee who is eligible to participate in this plan (i.e. work 24 hours or more per week with ISI), you **MUST** return the Disclosure Form to the Finance Department indicating your choice even if you do not want to participate. This is necessary to prove that we have not discriminated against any employee by not allowing them the opportunity to participate.

Re-enrolling employees: Continue to next page....

Re-enrolling employees

1. IMPORTANT FIRST STEP: Fill out the Flexible Compensation Enrollment Forms found on the Benefits page of the People Services web site. These include Enrollment Form, Disclosure Form, Direct Deposit Election Form, and Dependent Claim Card Form
2. Then log on to <https://www.tasconline.com>
3. Click continue under the 'Renew Your FlexSystem Benefit'
4. You will need your Flexible Compensation Enrollment Form handy to answer all of the questions and fill in all amounts.

******Note: remember that the amount on the web site must be the 12-month ANNUAL amount off of the enroll form. DO NOT use the monthly amounts.***

5. If you are re-enrolling in the plan and already have a claim card for yourself and/or a dependent, you do not need to fill out the form for the card for dependent or the direct deposit form. Those forms only need to be filled out by new participants.
6. Once the on-line enrollment has been completed, mail all of the forms completed in Step 1 to the Finance Department. (Enrollment Form, Disclosure Form, Direct Deposit Election Form, and Dependent Claim Card Form) If any of the forms are not relevant to your situation, DO NOT return them.
7. If you are an employee who is eligible to participate in this plan (i.e. work 24 hours or more per week with ISI), you MUST return the Disclosure Form to the Finance Department indicating your choice even if you do not want to participate. This is necessary to prove that we have not discriminated against any employee by not allowing them the opportunity to participate.