



Online Open Enrollment

Renewing Members

[Enroll in the FSA through the Consumer Portal](#)

Member Online Open Enrollment allows you to enroll in the FSA plans that are offered by your employer and submit your elections electronically, eliminating the need to complete a paper form at the start of each new plan year.

To begin, navigate to the PacificSource Administrators secure web portal:


<https://psa.consumer.pacificsource.com/>

[Renewing Members – Logging in](#)

If you have previously participated in an FSA, HRA or Transportation account, log in to your Consumer Portal account. If you need assistance logging in, please contact Customer Service at (800) 422-7038.

[Renewing Members – Enrolling in a plan](#)

- On the Home page, click the Enroll Now button.
- Read the plan descriptions, then click Begin Your Enrollment Now. This will launch a six step process to complete your enrollment.



1. **Step One:** Review and/or update your profile information.
2. **Step Two:** Review and/or update your dependent information.
3. **Step Three:** Confirm that you have read and agree to each available plan's rules. Please check the box for every plan type displayed.

Plan Rules

steps: 1 2 3 4 5 6

It is important to be aware of some of the basic rules of these accounts before you enroll. Make sure you keep these in mind when you are making your elections. We also encourage you to review the Summary Plan Description for more detailed rules regarding these Pre-tax Accounts.

2021 HEALTH RELATED EXPENSES
Employees should refer to their FSA Summary Plan Description for further information regarding the Health FSA Component under their employer's FSA Plan.
 I have read and understand the [2021 HEALTH RELATED EXPENSES rules](#)

2021 DEPENDENT CARE EXPENSES
Employees should refer to their FSA Summary Plan Description for further information regarding the DCAP Component under their employer's FSA Plan.
 I have read and understand the [2021 DEPENDENT CARE EXPENSES rules](#)

Continue

4. **Step Four:** Make your elections. Enter the amount you would like to contribute for the year, and then select Calculate to see the estimated per pay period deduction. When you are satisfied with your elections, click Continue.

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
2021 HEALTH RELATED EXPENSES	1250	\$2,750.00
** 2021 DEPENDENT CARE EXPENSES	5000	\$5,000.00

Total election for the year:

Total tax savings for the year *:

Estimated per pay period deduction:

Calculate

* Tax savings estimate is based on a 30% tax rate. True tax savings will be based on your individual circumstances.
** You can enroll now, but you must add dependent(s) later in order to file claims.

Continue

5. **Step Five:** Choose your payment method. If you select Direct Deposit, you will be taken through the process to add your bank account information.
6. **Step Six:** Verification. Please carefully review your information, make any necessary changes, and click Submit when your enrollment is complete.

Enrollment Changes

Even after your elections have been submitted, you will still have access to update your enrollment information through the end of your employer's open enrollment period.

If you have questions regarding the online enrollment process, please contact Customer

Service at (800) 422-7038 or psacustomerservice@pacificsource.com