

Broker Notice: OCA has begun emailing out the FSA renewal information today for FSA groups renewing 1/1/18. As always, OCA wanted to inform our broker partners with this notification should any questions arise. Please keep in mind that each FSA client will receive the below email, which is customized to their company's benefit plan. Each employer will be required to complete the online form by clicking the "submit now" button below. That form will gather any new plan requests, payroll schedules, and any other information to start the re-enrollment process. Once the employer completes the online form, the broker may be informed of the employer's completion. To view a demo online re-enrollment form, please [click here](#). Should you have any questions, please contact your Regional Sales Manager.

FSA RENEWAL. IT'S OPEN ENROLLMENT!

Dear Plan Administrator for ABC Company

Re-enrollment time has arrived again and we want to assist you in making this process as quick and easy as possible!

To start, if you [click here](#) you will find an an FSA re-enrollment census template that you may use to capture your employees FSA and/or DCA election for the upcoming plan year. If you'd like an updated customized FSA enrollment form, please feel free to request it by emailing cbr@ocal25.com.

Below is a summary of your existing plan. Please take a moment to review this information. To finalize the employer responsibility for re-enrollment, please click on the button below and complete our online re-enrollment form.

Plan Details:

- Your FSA plan runs 1/1 thru 12/31
- Your plan has a 90 Day Run-Out Period (claim submission deadline is March 31st
- The \$500 Rollover Option has been selected
- Contribution Billing Process - OCA will automatically post contributions

- Company-sponsored group plan Co-Pays - OCA has your plan co-pays on file

IMPORTANT: EMPLOYER ONLINE CONFIRMATION REQUIREMENT FOR RE-ENROLLMENT

Please complete the **Employer Online Confirmation Form** (see submit button below) within the next 10 business days and return the completed enrollments within 5 business days **PRIOR** to the start of the new plan year. This is to ensure timely processing and no disruption to the processing of your employees claims or use of debit cards (if applicable). As always should you have any questions or need assistance, please do not hesitate to reach out.



If you're having trouble clicking the submit button, you may also click [here](#).

As always should you have any questions or need assistance, please do not hesitate to reach out!

Have a great day!

Client Re-Enrollment Department

Email: cbr@oca125.com

Phone: 1-855-OCA-0777

Benefit Administration Done Right