



Memorandum

November 8, 2017

To: CSU 52 Permanent Employees

From:

Subject: **2018 Flexible Spending Account Allocation**

As you are likely aware, in 2017, CSU 52 permanent employees who have benefit coverage, started receiving an enhanced annual Flexible Spending Account (FSA) as per the collective agreement.

In this FSA benefit plan, members will receive benefit dollars as yearly credits to allocate to their existing Health Care Spending Account (HCSA) or elect to have the credits paid out as a Taxable Cash payment on their January 16, 2018 paycheque. Please refer to your collective agreement or Benefits at a Glance on Edmonton.ca.

You must allocate your credits online through the Alberta Blue Cross member web site.

On July 20, 2017, the sign-in process for the Alberta Blue Cross member site was updated and everyone who enters the site after this date is required to complete a short registration process to set up their new login ID and password.

Step 1: Register for the member web site today.

1. Visit www.ab.bluecross.ca
2. Click **Sign in** at the top of the page and choose **Plan members** from the drop-down menu. (If you're using Internet Explorer 10 or below, you'll need to upgrade your browser to access our member site. For instructions on how to

do this, please visit www.microsoft.com. The member site works best with the most recent versions of your Internet Explorer, Firefox and Chrome.)

3. Click **Not registered yet?**.
4. Enter your ID card information (last name, group or policy number and ID number), birth date and valid email address.
5. Create your login ID and password.
6. Choose four security questions and provide answers to them. These will be used to verify your identity if you forget your password or get locked out of your account.
7. To complete your registration, read and agree to the site terms of use. Then you can enter the site.

Step 2: Allocate Your Credits.

Once you are registered for the member web site, simply sign in at www.ab.bluecross.ca to allocate your credits between *November 20th and December 8th*.

- The allocation process begins Monday, November 20th at 9:00am
- Once logged in to the member site, you will be able to verify the benefit dollar amount of your 2018 flex credits by clicking the "Allocate Your Credits" button in "Your Messages" on the right-hand side of the screen and following the prompts.
- You may change your allocation amounts as often as you'd like between November 20th and December 8th

Please note that you must allocate your Flex Credits online by 4 p.m. Friday, December 8. If you fail to do so, your credits will default and be paid to you as a taxable cash payment on the January 16, 2018 paycheque.

Online Flex Credit allocation is fast, easy, and secure! Use the easy-to-follow steps (included) for allocating your FSA Credits through the member web site.

Employees can **contact Alberta Blue Cross** Monday through Friday from 8:30am to 5:00pm at 780-498-8000 for questions or assistance with creating an online member profile or making the online credit selections.

Included:

Group 35 CSU 52 Flexible Spending Account (FSA) Credits online