

When you're ready to enroll

Flexible spending accounts (FSAs) let you set aside pretax dollars to reimburse yourself for expenses like doctor's office visits, prescriptions and day care expenses.

Annual Flexible Spending Account Enrollment for 2025 begins Thursday, Oct. 31, and runs through Friday, Nov. 22, 2024. This is your only opportunity to enroll in a Medical and/or Dependent Care FSA for 2025.

In 2025, you can contribute a maximum of \$3,200 to a Medical FSA and a maximum of \$5,000 to a Dependent Care FSA. Both FSAs require a minimum contribution of \$180.

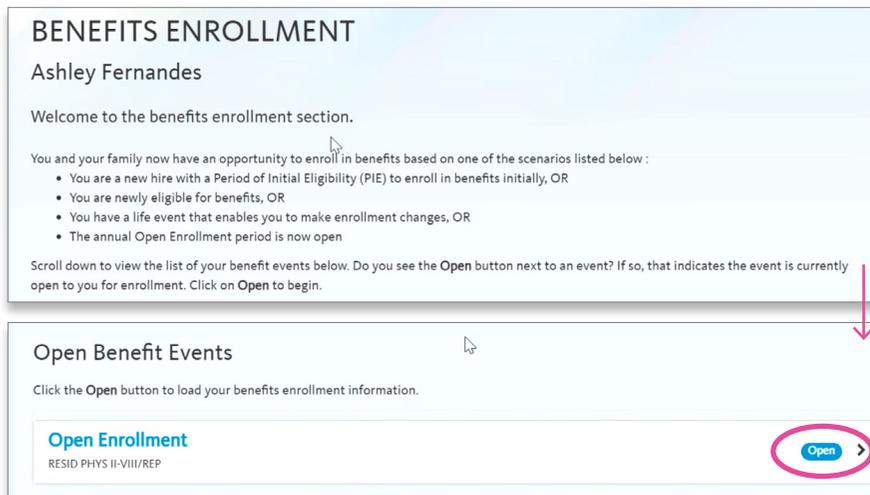
If you'd like to enroll in a Medical and/or Dependent Care FSA for 2025, use this guide to help you through the process.

If you're currently enrolled and want to participate again in 2025, **you must reenroll.** FSA elections do not roll over from year to year.

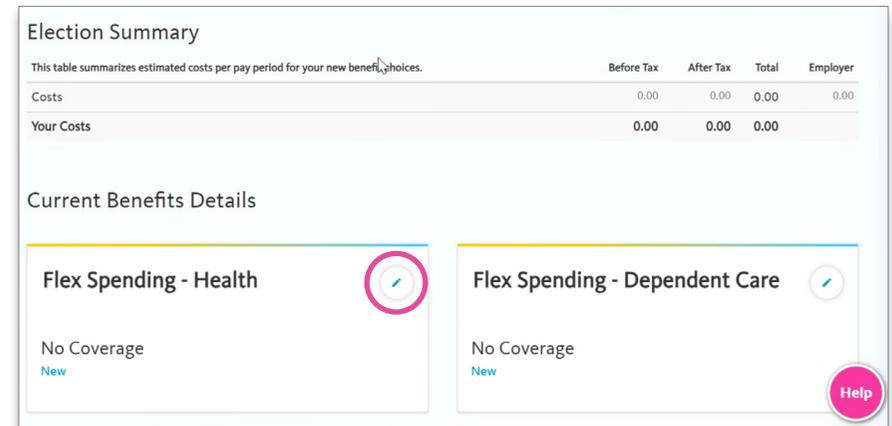
1. Visit ucpath.universityofcalifornia.edu and **select your campus**. **Log in** using your single sign-on (SSO) credentials.
2. In the Dashboard, on the banner at the top of the screen, select the light-blue button labeled **Enroll Now**.



3. Scroll down to **Open Benefit Events**.
4. Look for the **Open Enrollment** event.
5. On the right side of the screen across from **Open Enrollment**, click **Open**.



6. The Benefits Enrollment page will display your **Current Benefits Details**.
7. You can make changes to benefit plans that have an edit button (see pencil icon ) next to the plan name. As a UC resident or fellow, you will only be able to edit the flexible spending account (Flex Spending) benefit.
8. **Select and edit**  the flexible spending account option you would like to enroll or reenroll in.



9. Confirm your changes by checking your annual contribution and monthly cost shown under **Election Summary**, listed above **Current Benefits Details**.

10. Once you're done with your election, select **Submit**.

Current Benefits Details

Flex Spending - Health ✓ RF Medical FSA: \$2,000.00 166.67 Before Tax	Flex Spending - Dependent Care ✓ RF Dependent Care FSA: \$2,500.00 208.33 Before Tax	UC Retirement Plan DC Plan - Safe Harbor
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Select the **Submit** button to finalize your choices.

Important: Your enrollment will not be complete until you submit your choices.

Submit Help

11. If your enrollment was successful, there will be a pop-up confirming your submission, as well as a confirmation email. Make sure to check that pesky spam folder!

SUBMIT CONFIRMATION

Ashley Fernandes

Your benefit choices have been successfully submitted.
You will receive a confirmation statement by email (typically within 24 - 48 hours).
To return to the Benefits Enrollment page, use the OK button.

Please complete the 2024 Open Enrollment Survey, located [here](#).

OK

12. On the **Benefits Enrollment** page, the **Open Enrollment** event will now say **Submitted**, rather than **Open**.

Open Benefit Events

Click the **Open** button to load your benefits enrollment information.

Open Enrollment RESID PHYS II-VIII/REP	Submitted
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Important: You must select the Submit button so that your elections process completely and the system sends you a confirmation email. **If you do not receive a confirmation email, your elections were not properly submitted** and you need to go back into the UCPATH system and submit them.