



Your open enrollment instructions are coming soon!



### Using your FSA is easier than you think. Don't miss out during open enrollment!

Hi {var:first\_name},  
We're Navia and we will be your FSA administrator for the upcoming plan year at {var:company}.

The average consumer saves \$636/year with an FSA and it's easy to use. **Your open enrollment is just around the corner and we don't want you to miss out on savings with your FSA!**

This is the first in a series of emails to help you understand your healthcare finances and the benefits of signing up for an FSA. We will answer critical questions like:

- What is an FSA and how does it work?
- What are my estimated healthcare expenses for the upcoming plan year?
- How much should I contribute to my FSA to cover them?
- Is "use it or lose it" a real concern?
- How do I signup?



### Your FSA makes healthcare expenses more affordable and less overwhelming

#### Save enough money to buy a new iPhone or round trip airfare to the Caribbean!

If you're like the average consumer, you normally spend \$1400/year on out-of-pocket healthcare expenses (e.g. prescriptions, contacts, braces, and even products like Band-Aids). With an FSA, you only pay \$980 for those same expenses—saving \$420 (assuming a tax rate around 30%). If you elect the full \$2700, you save over \$800.

#### Don't wait to get your son's braces, replace your broken glasses, or get that laser eye surgery you've always wanted.

You have 12 to 14.5 months to spend your money, but the full amount is available to you immediately. This means you can take care of any pressing healthcare needs at the beginning of your plan year, even if you haven't contributed anything to your account yet.

#### Rest easy knowing you have emergency funds for any unexpected needs.

Your FSA lets you set aside funds for preventative, routine, and unexpected care for not only you but also your family - making it easy to take care of health and wellness needs.

Want to learn more?

[Learn more](#)

- Watch a video to get tips on managing your healthcare finances
- Use a calculator to estimate your out-of-pocket healthcare costs for next year
- Check out all the eligible expenses you can use your FSA to pay for
- And more...

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### What is an FSA and how does it work?

An FSA allows you to set aside pre-tax money for eligible healthcare expenses not covered by your health insurance plan.

The federal government takes about 30% of each dollar you earn in FICA and federal income taxes, and you take home the remaining 70% to use for your living expenses. When you use an FSA, you set aside money before it is taxed, so you spend the entire 100% of your earned income.



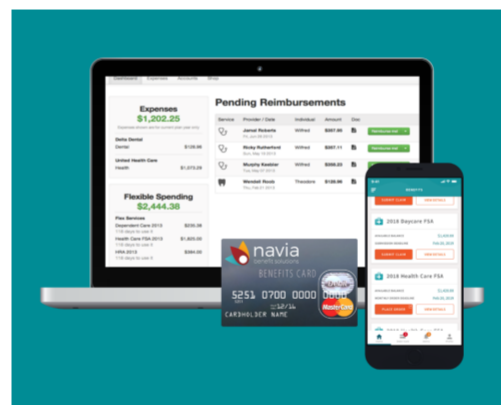
The funds in the account must be used during the plan year, but they are available to you immediately. The contribution limit varies by employer, but you may be able to contribute up to \$2700 per year.



Use it for eligible medical, dental, vision, and prescription expenses



It covers you, your spouse, and eligible dependents



Pay using your Navia debit card or by submitting a claim online or on the Navia mobile app.

### So, exactly how does it work?

- During your open enrollment, estimate your expenses for the plan year and enroll in the plan. We can help with this!
- Your annual election amount will be evenly deducted pre-tax from your paycheck throughout the plan year.
- You cannot change your annual election amount after the plan start unless you have a qualified change in status. For example, birth, death, marriage or divorce.



Check out this video for more details on how an FSA works

[Watch video](#)

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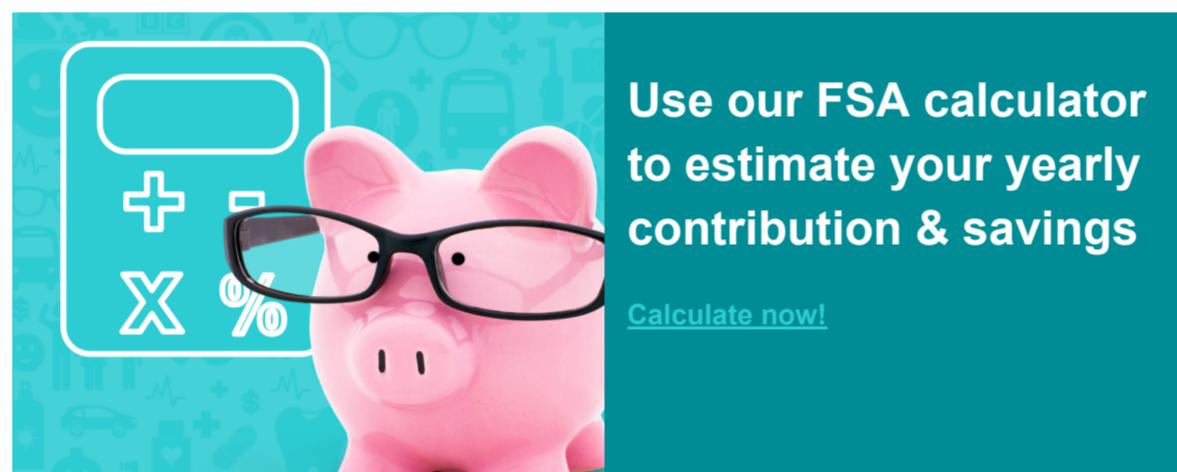
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### Determining the right amount to save.

If you are considering enrolling in a flexible spending account (FSA) for the first time, you're probably thinking, "How much should I contribute to the account?" You're not alone!

Planning for healthcare costs can be overwhelming. We are here to help!



### Tips for building your healthcare budget

#### Know your health insurance coverage

Every health plan will have out-of-pocket costs in the form of deductibles, copays, and coinsurance, and each plan will have a maximum contribution limit to keep in mind.

*\*Note that if you are enrolled in a High Deductible Health Plan you may be eligible for a Limited Healthcare FSA, which allows you to pay for eligible dental, vision, and orthodontia expenses.*

#### Know your account

Ask these important questions:

- What is your contribution limit?
- Can you take the account with you if you leave the company?
- Do unused dollars at the end of the year roll over, or do you lose them?

#### Consider your budget and financial goals

Ensure your contributions fit into your overall personal finances.

#### Think about your typical healthcare utilization

Ask yourself how many office visits, prescriptions, specialists, labs, and other procedures you're likely to need.

#### Factor in major purchases

Look up average costs for any major planned treatments or procedures.

#### Look back at prior years

Your prior year spending may give you a hint as to how much you are likely to spend this year.

#### Build in a buffer

Life happens – build in contingency funds for the unexpected.

#### Familiarize yourself with eligible expenses

Don't leave money on the table because you didn't realize certain expenses were eligible.

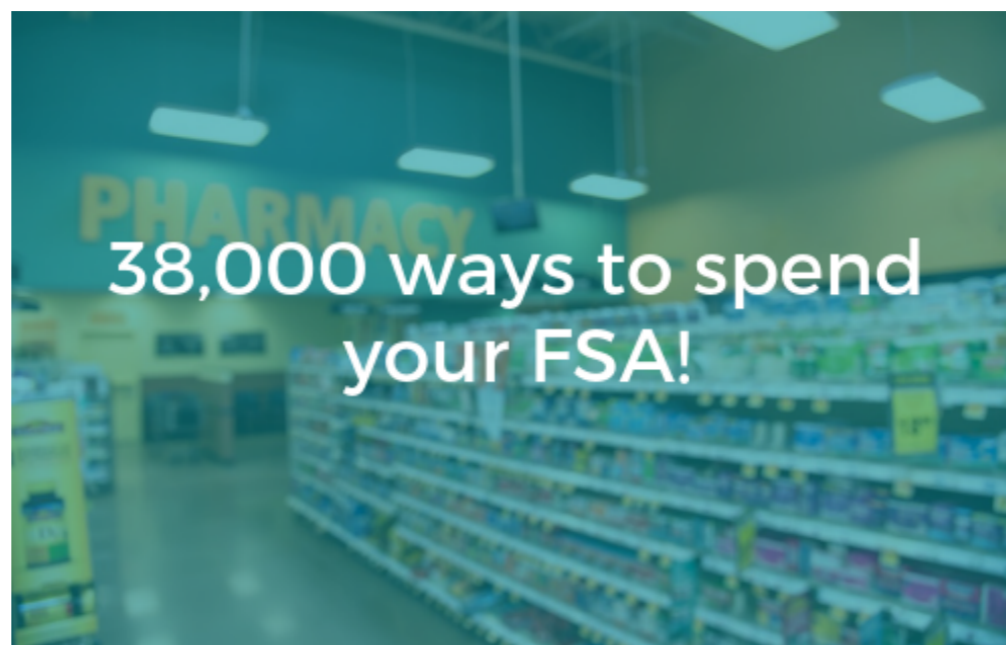
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### There are 38,000 products and services you can pay for with tax-free FSA money

Most plans issue you an FSA debit card to make spending your money super easy. And there are so many things you can spend your money on! Anything from medicines and hospital services to acupuncture and training a service dog. Here are just a few to give you an idea.

Prescriptions	Bandages and other medical supplies	Prescription sunglasses
Copays & Coinsurance	Birth control	Prosthesis
Deductibles	Breast pumps	Psychologists and therapy
Office Visits	Breast reconstruction surgery	Stop-smoking programs
Dental work	Childbirth classes	Sunscreen
Orthodontia	Eye surgery, including laser eye surgery and Lasik	Vaccinations and immunizations
Glasses & Contacts	Fertility treatments and monitors	Walking aids like canes, walkers and crutches
Chiropractic	Flu shots	Weight-loss program (if it's a treatment for a specific disease diagnosed by a physician)
Massage	Hearing aids and batteries	Wheelchairs
Acupuncture	Insulin	X-rays
Capital improvements to your home, such as ramps, railings and support bars	Lab fees	Nursing services
Mileage for travel to and from health care appointments	Physical therapy	
Night guards		

[Click here for a full list of eligible items](#)

**FSA Store**

The largest selection of FSA-eligible products. Zero guesswork.

[Shop Now](#)

Check out FSA store & shop online for thousands of eligible products

[Shop now!](#)

### Don't be afraid of 'use it or lose it'

The Healthcare FSA is subject to the "Use-It or Lose-It" rule. This means that if you do not use all of your annual election within the plan year, the remaining funds are not refundable to you.

**Some estimates have put the average amount of money forfeited in an FSA each year to be between \$50 and \$100, but this amount is almost never higher than the amount of money a participant saves in payroll taxes by contributing to an FSA.**

Some plans include the following optional features:

#### Carryover

The Carryover feature allows participants to roll over up to \$500 from one plan year to the next. Any funds above the \$500 threshold would be forfeited. This is an optional feature so check your employer's plan design to see if the Carryover is included.

#### Grace Period

The Grace Period gives you an extra 2.5 months at the end of the plan year to incur expenses against your FSA balance. This is an optional feature so check your employer's plan design to see if the Grace Period is included.

#### Run-out Period

Run-out period is how long you have to file a claim for medical costs incurred during the plan year and during the grace period following the plan year. Run-out periods last 60 to 90 days after the end of the plan year.

*Check your employer's plan design to see if the Grace Period or Carryover feature has been put in place to help reduce your risk of loss.*

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## Bottom line



If you plan on spending even a dollar out-of-pocket for healthcare this year, a tax-advantaged benefit account will save you an average of 30% on every expense.



## Be an informed decision-maker during open enrollment.

It's time to make the important decisions you've been contemplating the last several weeks.

Follow these 4 steps and you'll be in great shape.

### 1. Do your homework

Don't simply default to the plans and accounts you're most familiar with. Set yourself up for success by making sure you understand the basics of managing your healthcare finances, and the financial implication of each benefit option.

### 2. Enroll in a tax-advantaged benefit account

Regardless of which health insurance plan you choose, you are likely to incur out-of-pocket costs. FSAs allow you to stretch your healthcare dollars an average of 30% further by using pre-tax funds.

### 3. Put the 'right' amount of money into your account

Consider your financial goals, your likely spending needs, and your budget constraints. If contributing to an FSA, do your best to accurately predict next year's healthcare spending.

### 4. Make the most of your account

Once enrolled, take advantage of our rich library of tools and resources to help you maximize your savings and optimize your spending throughout the year.

## Still have questions?

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