

FLEXIBLE SPENDING ACCOUNTS

Online Open Enrollment Instructions



Online Open Enrollment is available from **11/05/2025-11/21/2025**

Your plan year is: 01/01/2026-12/31/2026


Maximum Healthcare Account (FSA) Election: \$3,400/year

2 ½ month Grace Period Extension

Maximum Dependent Care Account (DCA) Election: \$7,500/family/tax year

2 ½ month Grace Period Extension

HOW TO ENROLL ONLINE:




1. Access the HRCTS FSA Online Portal by clicking this [link](#). Select  under "New User?" and then follow the prompts.
2. Log on by entering your username and password.
3. Click the **ENROLL NOW** link and follow the prompts to enroll.
4. Click **Begin Your Enrollment Now**
5. Once completed, print the confirmation for your records.

Note: For step-by-step instructions, click the below link to view our [FSA Online Enrollment Guide](#). Alternatively, you may visit www.hrcts.com on the participant page, under Account Setup to locate the step-by-step enrollment guide.

Sign up online today and let the savings begin!



Contact Customer Service: Monday – Friday 8: 30am-5:00pm EST

 (603) 647-1147 Option 1  (866) 978-7868  [CustomerService eForm](#)