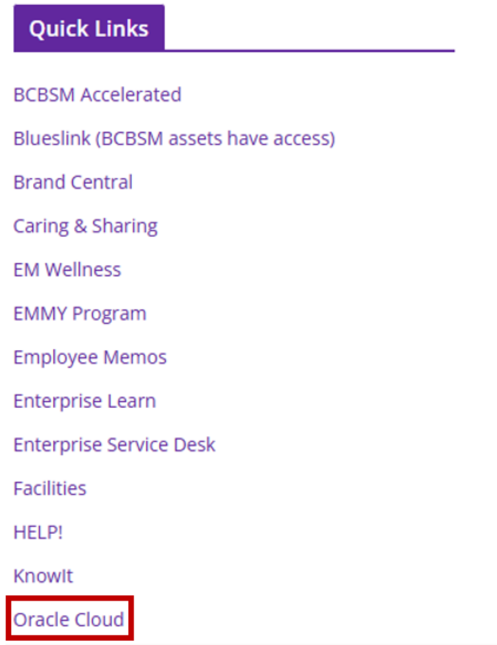
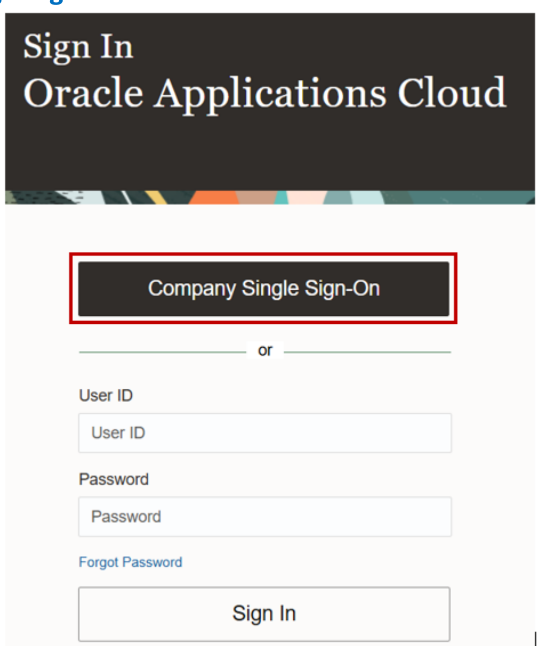
Updating HCFSA and DCFSA Contributions during Open Enrollment

1. Navigate to the **Oracle Cloud system**. A link can be found on the Source homepage.



2. Select **Company Single Sign-On**.



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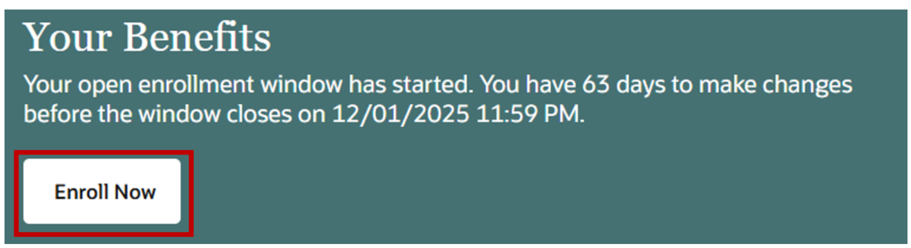
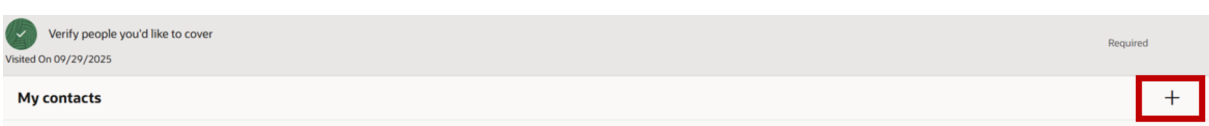
3. Under the Me section, select the **Benefits** icon.

4. Select **Enroll Now**.



5. To cover eligible dependents in benefits, add them now before you enroll by selecting **Add** under My Contacts. **If a dependent you'd like to be covered under your benefits or designate as a beneficiary is already listed, do not add them again.**

   Note: In addition to the required fields marked with an asterisk, **gender**, **date of birth** and the **social security number** are also required to complete enrollment. You will also want to add beneficiaries in this section **if they are not already listed**. The social security number is not required for beneficiaries.



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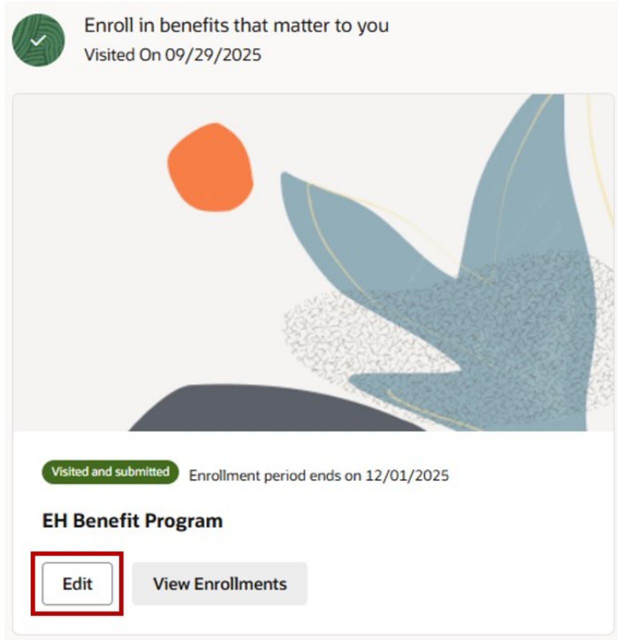
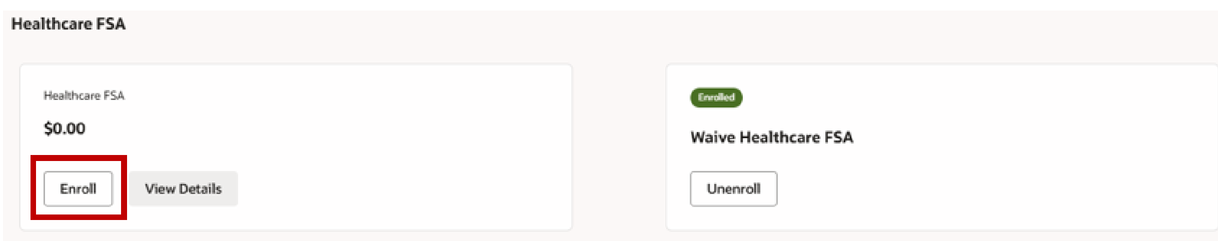
6. Select the **Edit** Icon to start your enrollment.



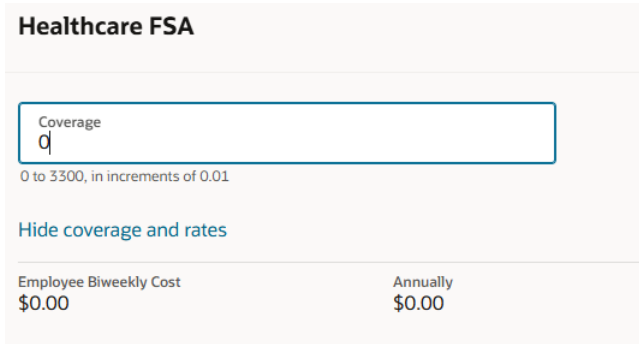
7. Select **Enroll** across from Flexible Spending Account (FSA) Plans to make changes to your Health Care and/or Dependent Care FSA contribution.



If you would like to make changes to the Health Care FSA see step 8. Please note that you cannot enroll in the Simply Blue HSA Plan and the Health Care FSA plan.

If you would like to make changes to the Dependent Care FSA see step 10.

8. A box will appear that will allow you type in the annual amount you'd like to contribute in 2026. The text below the box gives you the maximum annual limits that you can contribute into your FSA.

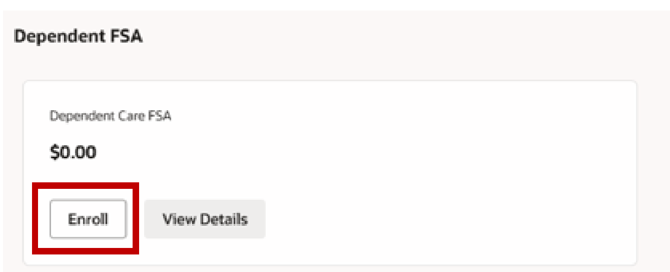


Once you have decided on the **annual amount** you'd like to contribute type that amount in the coverage box and select **Save**.

Note: If you contributed to the HCFSA in 2025, the employee bi-weekly cost for HCFSA that displays will be your current bi-weekly contribution amount. Once you insert a new annual amount, the employee biweekly cost will change to $0.00. The bi-weekly amount will calculate once all elections have been **submitted**.

Advance to step 12.

9. Fusion automatically defaults savings account contributions as waived. **Select** the Enroll icon to the bottom left of the screen to enroll in the Dependent Care FSA.



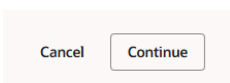
10. A box will appear that will allow you type in the amount you'd like to contribute in 2026. The text below the box gives you the maximum annual limit that you can contribute into your FSA.

    Once you have decided on the **annual amount** you'd like to contribute type that amount in the coverage box and select **Save**.

    Note: **If you contributed to the DCFSA in 2025,** the employee bi-weekly cost for DCFSA that displays will be your current bi-weekly contribution amount. Once you insert a new annual amount, the employee biweekly cost will change to $0.00. The bi-weekly cost will calculate once all elections have been **submitted**.

    If you did not contribute to this account in 2025, the employee bi-weekly cost will display as $0.00. The bi-weekly cost will calculate once all elections have been **submitted**.

11. Once finalized, select the **Continue** icon on the bottom right of the page.



12. Select **Submit** on the bottom right of the page.

13. To view your confirmation select **View Enrollments**. This screen will also display the calculated bi-weekly FSA contribution amount that will be deducted bi-weekly from your paycheck and deposited into your FSA.