

This job aid supports information learned in Open Enrollment 2026 Overview.

This document provides information on enrolling in Flexible Spending Account (FSA) plans in the UCPath system. FSAs allow you to set aside pre-tax dollars to reimburse yourself for expenses such as doctor's office visits, prescriptions, and daycare.

#### **Open Enrollment Dates**

Start: Thursday, October 30, 2025, at 8 a.m. (PT)

End: Friday, November 21, 2025, at 5 p.m. (PT)



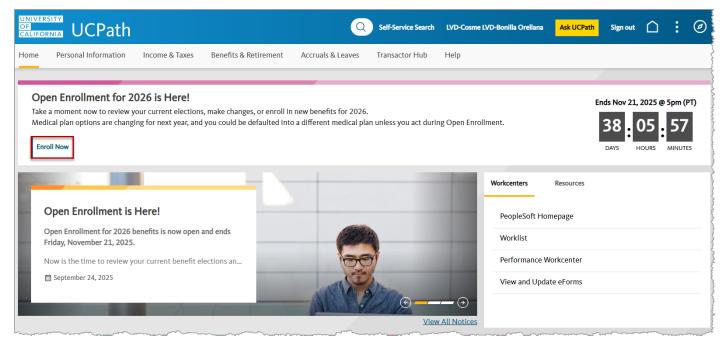
FSA elections do not carry over automatically each year. You must actively re-enroll during Open Enrollment. You can also make changes outside of open enrollment or if you experience a qualifying life event.

#### 2026 Contribution Limits

- **Health FSA Contribution Limit: \$3,300**
- Dependent Care FSA Contribution Limit: \$7,500 for non-highly compensated employees
  - \$3,200 for Highly-Compensated Employees (HCEs), as defined by the IRS as employees earning \$160K or more in income in 2025

#### **Navigation:**

On the UCPath Homepage, select the Enroll Now button



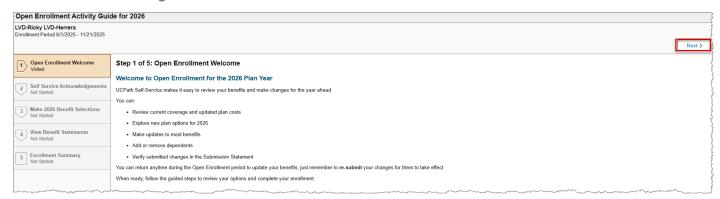


Before you access your benefits information, you must validate your identity by answering one of the security questions set up on your profile.

#### **Step 1: Open Enrollment Welcome**

The Open Enrollment Welcome page appears. Take a moment to review the information on this page. Review the information on the **Open Enrollment Welcome** page. This section provides an overview of possible actions you can take during Open Enrollment. As you navigate through the enrollment steps, the status will update to reflect your progress.

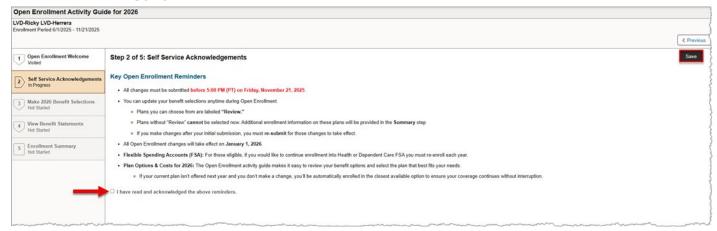
After reviewing the information, select the Next button.



#### Step 2: Review the Self Service Acknowledgements

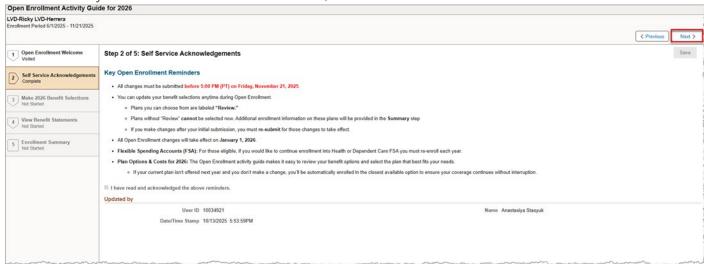
In the Self Service Acknowledgements section, carefully review the reminders provided.

 Select the I have read and acknowledged the above reminders check box and then select the Save button.



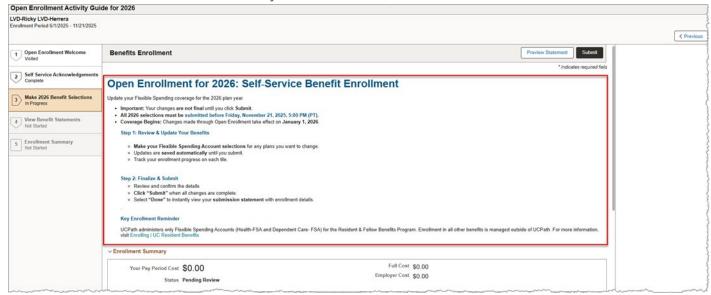


Once you see the confirmation banner, select the Next button.



#### Step 3: Make 2026 Benefit Selections

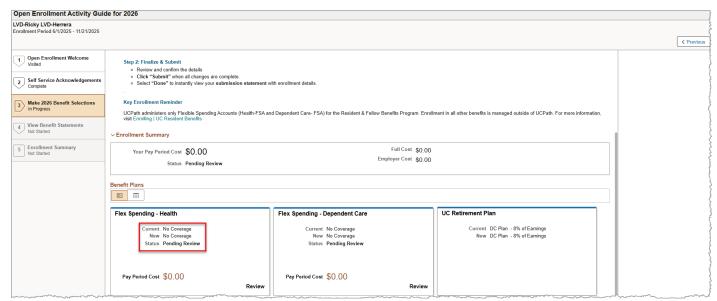
 The Benefits Enrollment page appears with key enrollment instructions. Take a moment to review this information. When you are finished, scroll down.





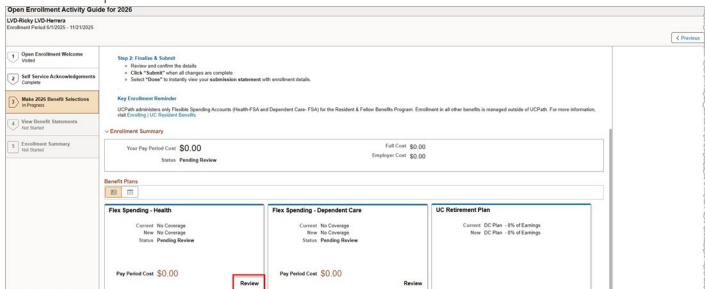
The **Benefit Plans** section page displays the benefit plans for which you are eligible. You can view your benefit plans either as tiles or in a list. Use the List View button to switch to the list.

When you first enter the **Benefits Enrollment** page, your plan **Status** displays as **Pending Review**. The status will update as you complete your elections.



Note: The UC Retirement Plan tile appears on this page. UC Retirement Plan enrollment is not completed in UCPath. If you are enrolled in a plan, your election appears here. If you are not enrolled in a plan, the plan displays as Waived

When you are ready to make your elections, select the appropriate plan tile or the **Review** button to access the plan.



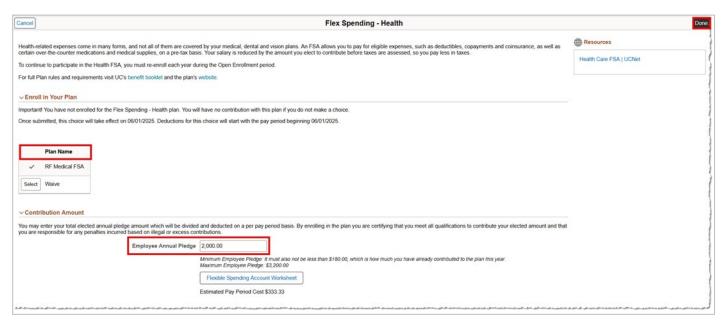




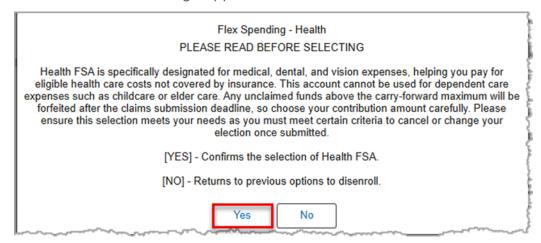
Note: Be sure to select the correct FSA plan. Flex Spending – Health and Flex Spending – Dependent Care are two separate options.

Use the **Plan** page to elect your plan and enter your annual pledge. For additional plan details, select the **Resources** link in the upper right corner of the page.

- Plan Name defaults to your current election. Select Waive if you do not want coverage.
- Enter your FSA election amount in the Employee Annual Pledge field.
- Optionally, select the Flexible Spending Account Worksheet button to estimate your pay period cost.
- Select the **Done** button.



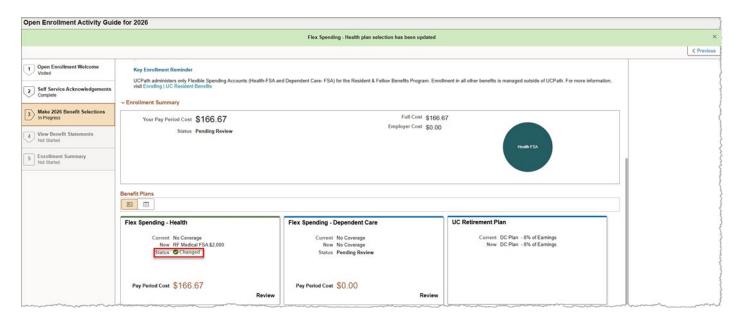
When the confirmation message appears, select the Yes button.



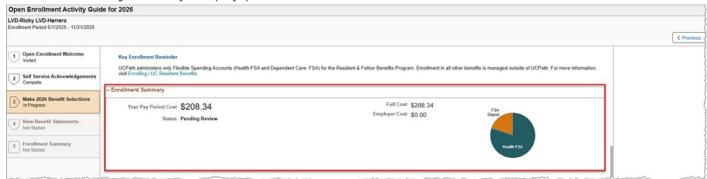


When you finish your changes, UCPath displays a banner at the top of the page that reads **Flex Spending Health plan selection has been updated**.

Note: The plan tile **Status** updates to **Changed**.



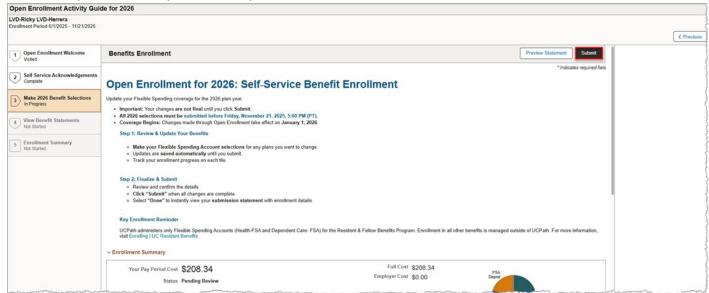
- Complete these steps if you want to enroll in another Flexible Spending Account plan.
- When you have completed your Flexible Spending updates, review the Enrollment Summary to see your pay period cost.



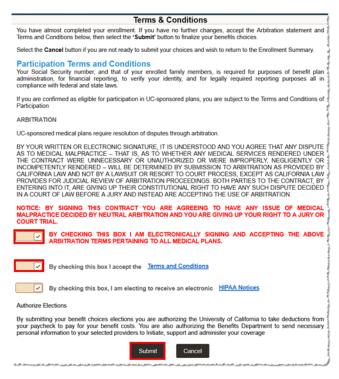


Scroll back to the top of the **Benefits Enrollment** page. You can preview your statement by selecting the **Preview Statement** button.

When you are ready to submit your elections, select the Submit button.



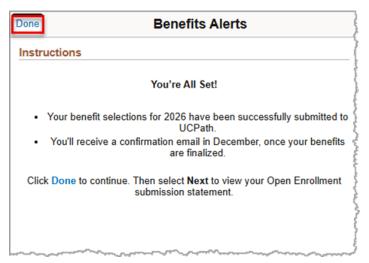
Select the check boxes to accept the Arbitration Terms and the Terms and Conditions.
Select the Submit button.



Your enrollment is not final until you submit your elections. All elections must be submitted by Friday, November 21, 2025, at 5 p.m. (PT).



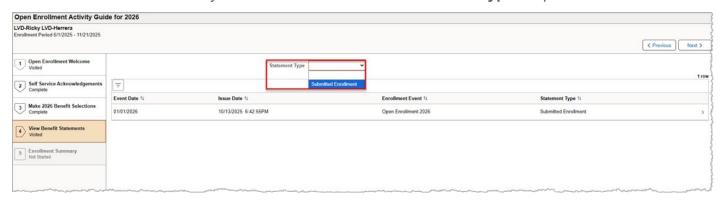
When the Benefits Alerts message appears, select the Done button.



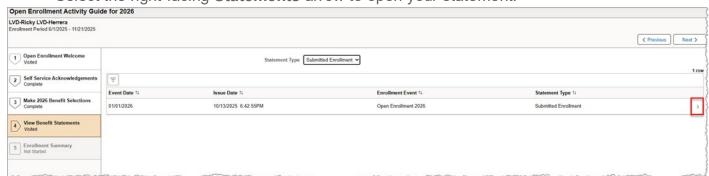
#### **Step 4: View Benefits Statements**

You can view your enrollment statement on the **View Benefits Statements** page.

Select the statement you want to view from the Statement Type drop down menu



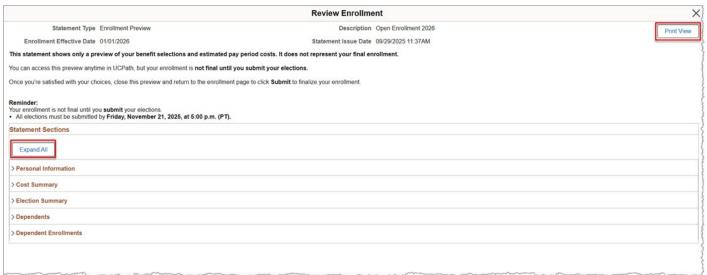
• Select the right-facing **Statements** arrow to open your statement.





The **Submitted Enrollment Statement** page displays a summary of your benefit selections, pay period costs, and dependent information.

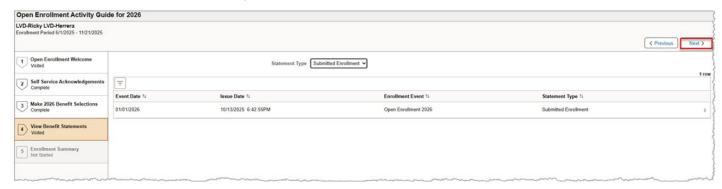
 Select the Expand All button to view the details of this statement. To generate a PDF copy, select the Print View button.



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Note: If any information is incorrect or additional changes are needed, you can make updates every day until 5 p.m. (PT) on November 21.

- Select the Close button to return to your Open Enrollment event.
- Select the **Next** button to proceed.

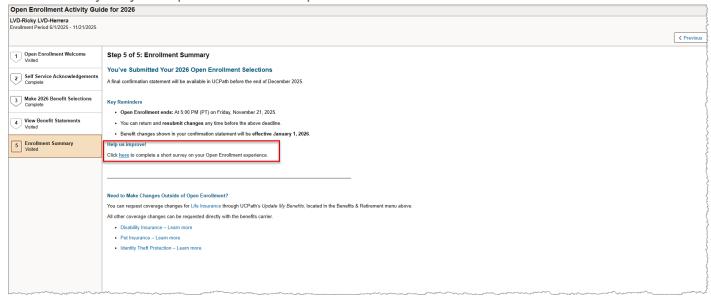


### **Step 5: Enrollment Summary**

 You have submitted your 2026 Open Enrollment selections. UCPath will generate a final confirmation statement by the end of December 2025. Review the key reminders on this page.



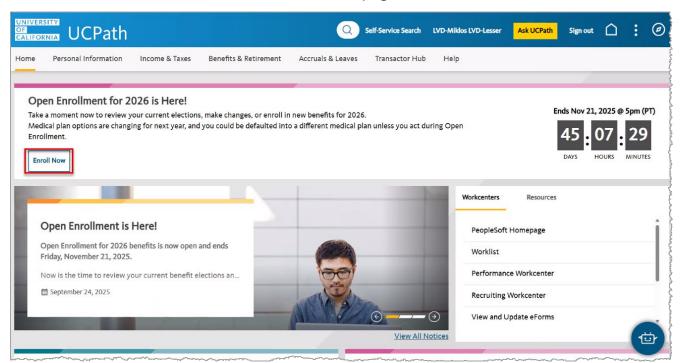
• If you would like to provide feedback, select the **Help us improve! link** to complete a short survey on your Open Enrollment experience.



#### **Resubmitting Your Enrollments**

You can make changes to your elections multiple times per day throughout the Open Enrollment period.

Select the Enroll Now button on the Homepage.





A message will appear advising you that you have already submitted your elections.

- If you want to submit additional changes, select the Proceed to Make Changes button.
- If you want to review your previously submitted changes, select the View Submission Statement button.

