

AEO
BENEFITS

The CARES Act has provided employers with an opportunity to allow those eligible for Dependent Care, Healthcare and Limited Purpose FSAs with a *mid-year election period*, to allow eligible associates to enroll in these benefits, if you previously declined coverage earlier in the year. If you received Open Enrollment materials in 2019 for the 2020 plan year or enrollment materials within the 2020 plan year, you are eligible to enroll in these benefits.

Important: All enrollments will be reflected in the July 10 paycheck and must be completed in Benefitfocus by midnight on June 30, 2020.

1. Login to Benefitfocus at <https://www.aeobenefits.hrintouch.com> or AEO2GO > Single Sign On > Benefitfocus
2. Click on the “Click Here to Enroll, Review or Change Benefits” button on the right side of your Home Page

3. Click “Edit your benefits”

Edit your benefits >

4. Fill out this section exactly as it is below

Select reason for changing your benefits

You are making a change to benefit elections. Why are you making this change?

What is the reason for changing coverage? *

I do not have any life or family change events

New life event

Life or family change (ex. Marriage, birth, death, loss of other coverage, etc.)

Select reason for change *

Change to Healthcare or Dependents

Enter the date of this life event *

07/01/2020

4. In this section, you can either update dependent information or click “Next”

Take a moment to review your family

5. Click Edit Coverage for the plan that you want to enroll in

Update your Health FSA coverage
You have declined this benefit.

Edit coverage

Update your Dependent Care FSA coverage
You have declined this benefit.

Edit coverage

5. Click on “Select Plan”

Select plan

6. Follow the prompts to elect your contributions (contributions are divided among the remaining 13 pay periods of the 2020 plan year)

7. On the next screen, select “Save Changes” (the bi-weekly deduction amount will be on this screen)