

Online Enrollment Participant Instructions

Welcome to Online Enrollment for the Stamford P.S. Flexible Benefits plan administered by Stirling Benefits!

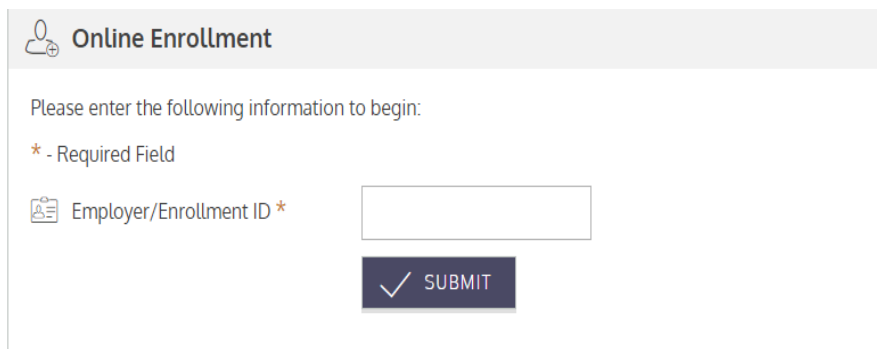
Your Open Enrollment Dates are:

Open: **November 1, 2021 at 9 am EST**

Close: **November 10, 2021 at 4 pm**

Please Note: Paper enrollment forms will not be accepted.

- Please go to the Stirling Benefits WealthCare Portal (**DO NOT LOG IN**):
<https://stirlingbenefits.wealthcareportal.com>
- Scroll to the bottom of the home page and choose the Online Enrollment:



- You will need to enter your **EMPLOYER/ENROLLMENT ID: SNSSTAMFORDP**
- Your **EMPLOYEE ID** will be your social security number, no spaces or dashes.

Enroll in the plans you wish to participate in:

- **Flexible Spending (FSA)** - Full purpose Health Care FSA available to those individuals who have an HRA or PPO plan.
- **Dependent Care (DCA)** - Dependent Day Care reimbursement plan is available to those with day care expenses for children under the age of 13.

When choosing flexible spending plans, enter your annual election and click on the box to enroll. Your Pay Period Contribution will display. **Click Save and follow prompts to complete.**

You may make changes to your elections during the open and close dates. Your election will be **final** as of **November 10, 2021 4 pm**.

Please contact the Stirling Benefits office at 800-447-6689 for assistance between 8:00 a.m. – 5:00 p.m., Monday – Friday EST. You may also email us at Flex-stirling@90degreebenefits.com.