

## Make your 2015 elections!

To make an open enrollment election, view your account balance, report a lost or stolen card as well as submit a claim, first you must access your account using the NGE System. Please note: To best use this system, you may need to disable any pop-up blockers.

1. Using your web browser, navigate to [www.nextgenerationenrollment.com](http://www.nextgenerationenrollment.com) and click on the “Participant” icon
2. Click on “FSA/HRA/HSA Plan Participants” and then click “FSA/HRA/HSA System Login”
3. Note the following:
  - a. **First time users:** click on “Register.”
    - Use the following information to create an account:  
**Username:** create your own username  
**Password:** create your own password  
**Employee ID:** The Employee ID is your Troy School District id  
**Registration ID: Employer ID: NGETROY**  
**Follow the remaining steps to register online.**
    - After you have created an account you will be redirected to the login screen where you can use your new login and password to access your account.
  - b. **Returning users:** Click on “Log In.” Enter the User ID you created and unique password. If you have forgotten your user ID please contact NGE to get it by clicking on the chat button or calling us at 888-266-1732.

After you have successfully created an account, you will have the ability to submit claims, check your balance, update your personal information, and view past claims.

### How to Make an Open Enrollment Election Online

To make an open enrollment election online, first you must access your account using the NGE system as instructed above.

1. Click on the Enrollment tab. Choose “Open Enrollment”.
  - You will be given the opportunity to enroll online in the Flexible Spending Account and/or the Dependent Care Account. Please keep in mind that if you do intend to elect both accounts you must make two separate elections. The wizard will take you through each election separately.
2. When you are prepared to make an election into either account, please select the “Enroll Now” option for the applicable plan you would like to make the election for.
3. Confirm your demographic information on the next screen and click “Next.”
  - If you find a discrepancy on the demographic information screen please contact your employer.
4. On the election screen you may make an election by entering in an annual election amount. The system will then calculate what your per pay contribution amount will be.
5. You must select the check box at the bottom of the screen to agree to the terms and conditions of your election in order to move to the next screen; after checking the box, click “Next.”
6. Verify the information on the confirmation screen and click “Next.” If you need to make an adjustment to your election, please click “Edit” and return to step 5.
7. Click “Done” on the final screen to return to the Open Enrollment home screen. If you wish to make another election, please follow steps 3-8 to make each election for the upcoming plan year.
8. Once you’re satisfied with your election choices you may logout of the NGE System.

If at any time during this process you encounter a problem or are having trouble logging in, please contact Next Generation Enrollment for technical support at (888) 266-1732.