

# Life Events Impacting your Flexible Spending Account

The **University of San Francisco** allows employees to self-report certain *Life Events* that impact your Flexible Spending Account (FSA). These changes must be submitted within 31 days of the event taking place. You must submit your events through the BeneSmart system at <https://www.mybenesyst.net> (please note this is a different site specifically for FSA enrollment and life event processing - different from where you access your FSA information at [www.benesyst.net](http://www.benesyst.net)). Events that cannot be reported online must be reported through your HR department.

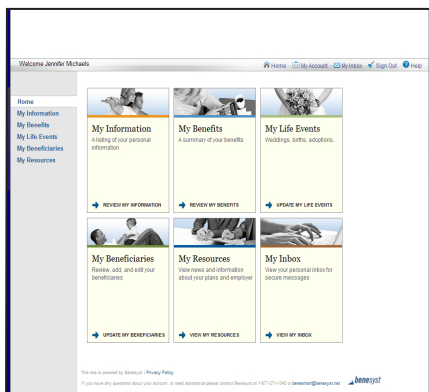
## Life Events Impacting your Flexible Spending Account (FSA)

- Adoption of Dependent(s)
- Birth
- Cost of Daycare Increase
- Cost of Daycare Decrease
- Dependent Gains Other Coverage - Remove
- Dependent Loses Other Coverage - Enroll
- Marriage

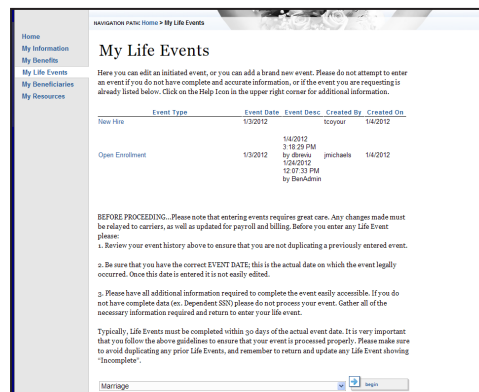
*Please note, that while these life events can be self-reported online, contact HR to report other qualifying events that are eligible for changes to your FSA.*

### When submitting a life event:

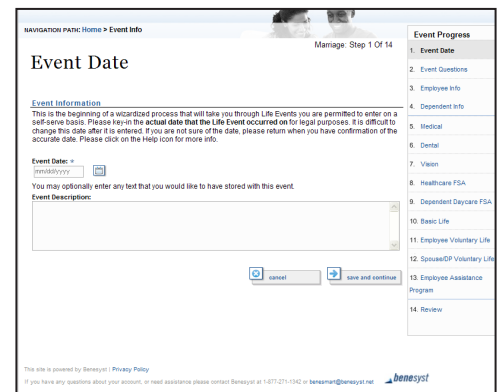
- You may only change coverage that is consistent with the *Life Event* reported:  
**For example: a Birth event would only allow the addition of a new dependent and coverage election for that dependent. This event would not allow benefits or dependent coverage to be removed. Additionally, it will not allow you to change plans but rather add your dependent to your current plans.**
- Some events may be placed in a pending status for review by USF Human Resources. In most cases, you will be required to complete the Life Event Change Form, found on the Home page. If you are required to submit additional information or documentation, you will receive notification via email.
- Make sure you have completed your event by selecting “finish” on the review screen.



Select “My Life Events” from the home page, then click “Update My Life Events.”



Click “begin” to continue and choose the event from the available list of qualified life events.



Click “save and continue” to advance through each step. Click “finish” to complete your update or addition of your qualified life event.