

Benefits Officer Email: FSAFEDS Training Workshop

Subject: FSAFEDS Training Workshop for Benefits Officers

We invite you to attend a training workshop on FSAFEDS, the new Federal Flexible Spending Account Program. The workshop will take place from 9:00 AM to 12:00 noon on Wednesday, October 29, at the JW Marriott Hotel, located at 1331 Pennsylvania Avenue NW, Washington, DC. A complementary luncheon will follow the workshop.

The training workshop will provide Benefits Officers with detailed information on the features and procedures of FSAFEDS. We will discuss 2004 Open Season marketing and communications programs promoting enrollment among federal employees. We will explain the enrollment process from sign-in through confirmation. We will discuss eligible expenses, the reimbursement process, account inquiries and customer service. We will also discuss potential program enhancements and pending legislative issues. There will be ample time for Q&A and your feedback.

The workshop and luncheon are free to federal Benefits Officers responsible for coordinating FSAFEDS within their agencies. The workshop is presented by SHPS, the third-party administrator for FSAFEDS.

If you are interested in attending the FSAFEDS Training Workshop on October 29, we ask that you register by email as soon as possible. We cannot accept registrations after October 24.

Send your email registration to this address: fsafeds-hr@shps.net. Follow these steps to register:

- In the subject line enter: "FSAFEDS Training Workshop Registration."
- In the body of the email include:
 - your name,
 - title
 - agency
 - telephone number
 - valid external email address

We will send you a confirmation and more information on the workshop in mid-October. If you are NOT responsible for coordinating FSAFEDS for your agency, please forward this invitation to that individual and ask that person to email us at fsafeds-hr@shps.net. You can also direct any questions regarding FSAFEDS to the same email address.

If you are unable to attend the FSAFEDS workshop on October 29, we will also conduct a webinar (a web-based seminar) for Benefits Officers the following week. We will send you more information on the webinar shortly.

We look forward to seeing you on October 29.