

# EMPLOYEE SYSTEMS ACCESS CHART

System	Flexible Spending Account (FSAFEDS)	Thrift Savings Plan (TSP)
<p><b>New Users - Steps to Request a User ID and Password</b></p>	<p>1. Contact FSAFEDS at 1-877-FSAFEDS (372-3337), TTY: 1-800-952-0450, Monday through Friday, 9:00 a.m. until 9:00 p.m., Eastern Time to set up your online account. You can also enroll online. Go to <a href="http://www.fsafeds.com">www.fsafeds.com</a>, and click on Enrollment. Be sure to have your bank account and routing numbers ready.</p>	<p>1. Go to <a href="http://www.tsp.gov">www.tsp.gov</a>. 2. In the “My Account” box under the TSP logo at the top of the page, enter your 13-digit TSP account number, which was mailed to you.</p>
<p><b>Access For Existing Users</b></p>	<p>1. Go to <a href="http://www.fsafeds.com">www.fsafeds.com</a>. 2. Click on “My Account Summary.”</p>	<ul style="list-style-type: none"> <li>• Same as above.</li> <li>• Existing users can also create a user ID (information included under the Access Reminders section of this chart).</li> </ul>
<p><b>Help Desk Contact Information</b></p>	<ul style="list-style-type: none"> <li>• Phone: 1-877-372-3337</li> <li>• TTY: 1-800-952-0450</li> <li>• Email: <a href="mailto:FSAFEDS@adp.com">FSAFEDS@adp.com</a></li> </ul>	<ul style="list-style-type: none"> <li>• Phone: 1-877-968-3778</li> <li>• TDD: 1-877-847-4385</li> </ul>
<p><b>Access Reminders</b></p>	<ul style="list-style-type: none"> <li>• If you forget your UserID or password, log on to FSAFEDS and click on “My Account Summary.” Then, click the appropriate link below the “FSAFEDS Enrollees Login” fields.</li> </ul>	<ul style="list-style-type: none"> <li>• If you have forgotten your account number, you must call the TSP ThriftLine (see above) and ask TSP to mail it to you.</li> <li>• If you have forgotten your user ID, but still have access to your account number, use the account number to access your account and then create another user ID.</li> <li>• You can use your account number and user ID interchangeably to log in to your account.</li> </ul>

# EMPLOYEE SYSTEMS ACCESS CHART

System	Federal Long Term Care Insurance Program (FLTCIP)	Federal Employees Dental and Vision Insurance Program (FEDVIP)
<p><b>New Users - Steps to Request a User ID and Password</b></p>	<ol style="list-style-type: none"> <li>1. Go to <a href="http://www.ltcfeds.com">www.ltcfeds.com</a>.</li> <li>2. Above the logo at the top of the page, click “My LTCFEDS Account/Login.”</li> <li>3. Click “Register” in the “Current Enrollee” box.</li> <li>4. Follow the instructions to register.</li> </ol>	<ol style="list-style-type: none"> <li>1. Go to <a href="http://www.BENEFEDS.com">www.BENEFEDS.com</a></li> <li>2. On the BENEFEDS homepage, click the “Sign Up Now” button.</li> <li>3. Follow the prompts to register.</li> </ol>
<p><b>Access For Existing Users</b></p>	<ol style="list-style-type: none"> <li>1. Go to <a href="http://www.ltcfeds.com">www.ltcfeds.com</a>.</li> <li>2. Above the logo at the top of the page, click “My LTCFEDS Account/Login.”</li> <li>3. Under “Enrollee Login,” enter your user ID and password.</li> <li>4. Click the “Login” button.</li> </ol>	<ol style="list-style-type: none"> <li>1. Go to <a href="http://www.BENEFEDS.com">www.BENEFEDS.com</a></li> <li>2. On the BENEFEDS homepage, enter your User ID and Password under “Registered Users.”</li> </ol>
<p><b>Help Desk Contact Information</b></p>	<p>Scroll to the bottom of the FLTCIP homepage to see the contact information:</p> <ul style="list-style-type: none"> <li>• Phone: 1-800-582-3337</li> <li>• TTY: 1-800-843-3557</li> <li>• <a href="#">Secure Email Form</a></li> </ul>	<p>From the BENEFEDS homepage, click "Contact Us" for:</p> <ul style="list-style-type: none"> <li>• Phone: 1-877-888-3337</li> <li>• TTY: 1-877-889-5680</li> <li>• Mail: BENEFEDS P.O. Box 797 Greenland, NH 03840-0797</li> <li>• <a href="#">Email form</a></li> </ul>
<p><b>Access Reminders</b></p>	<ul style="list-style-type: none"> <li>• Your FLTCIP User ID and Password are unique to your FLTCIP online account and are provided to you when you complete the registration process.</li> </ul>	<ul style="list-style-type: none"> <li>• If you forgot your BENEFEDS User ID or Password, choose the appropriate link under “Log In” on the BENEFEDS.com homepage.</li> <li>• If you have forgotten your BENEFEDS User ID, you will need to provide your Social Security number (SSN) to retrieve it.</li> <li>• If you have forgotten your BENEFEDS Password, you will need to provide your BENEFEDS User ID and your date of birth.</li> </ul>