

L. I. LOCKSMITH & ALARM CO., INC.

“Your Security Technology Company”

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July 28, 2019

To: All Employees Participating in Company Sponsored FSA
From: Joseph J. Carracino
Re: Flexible Spending Accounts

You are receiving this letter, because you are currently enrolled in Flexible Account Plan administered by PAYCHEX.

Effective July 15, 2019, your current balance information will be moved to a new administrator, WageWorks.

The following details relate to your 2019 account access and claims reimbursement. It is critical you understand how your account will operate as we transition administrators.

Important Dates – Timeline of Events

- You may continue to submit claims to Paychex for your FSA plan until **07/15/2019**. As of this date, you will need hold all claims until the data move is complete.
- On **08/01/2019**, your account data will now be live under administrator WageWorks. You may begin to submit claims to WageWorks for reimbursement. You will see your full balance information has been migrated to WageWorks.

How to Login to your new WageWorks Account on 08/01/2019:

- 1) Visit www.wageworks.com and click on LOG IN/REGISTER, then Employee Registration. You will need to register as a first time user to access your New WageWorks Account and set-up a new user name and password.
- 2) Please enter the required sign up information for accurate identification (last and first name, MM/DD birth date, home zip code and the last four digits of your social security number).
- 3) On the profile page, create a new username and password to access your New WageWorks account.
- 4) Review your contact information to ensure your information is correct.
- 5) Read the User Agreement and confirm your acceptance.

Who to call

If you have any questions, call the WageWorks Customer Service Team at 1-877-924-3967. Customer Service Representatives are available to help you 24 hours a day.