



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

Post Office Box 1654 (32302)  
227 North Bronough Street, Suite 2100  
Tallahassee, Florida 32301



**Alton L. "Rip" Colvin, Jr.**  
Executive Director

(850) 488-2415  
FAX (850) 488-8944

[www.justiceadmin.org](http://www.justiceadmin.org)

**COMMISSIONERS**

**Brad King, Chair**  
*State Attorney*  
**Diamond R. Litty**  
*Public Defender*  
**Jerry Hill**  
*State Attorney*  
**Kathleen Smith**  
*Public Defender*

**MEMORANDUM #07-16HR**

**TO:** Agency Administrators

**FROM:** Carolyn Horwich, Esq., Director of Human Resources

**THROUGH:** Rip Colvin, Executive Director

**SUBJECT:** Chard Snyder Update

**DATE:** April 8, 2016

---

For flexible spending account (FSA) information, participants will no longer have a separate login or password to access the Chard Snyder site. From this point forward, the Chard Snyder site can be accessed directly by selecting the FSA & HSA Information quick link once the user is logged in to People First.

Employees who have not logged in to the Chard Snyder site will be prompted to select five security questions the first time the FSA & HSA Information quick link is selected. Once employees establish these questions, they will be directed to their FSA & HSA landing page.

Thank you.