

# HOW TO NAVIGATE AND COMPLETE YOUR BENEFIT ELECTIONS

## YOU MUST COMPLETE BENEFIT ENROLLMENT WITHIN 30 DAYS OF YOUR START DATE

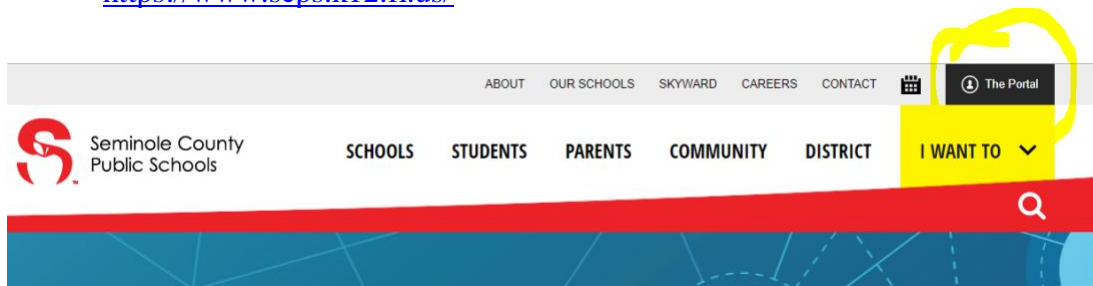
During your benefit enrollment process, the Employee Benefits Department will communicate with you via email. It is imperative to check your WORK email periodically to assure communications are reviewed and completed timely.

*Before you begin enrollment, if you are enrolling a spouse or dependent children in a benefit plan, gather birth certificates, marriage license and social security cards. This information MUST be uploaded into your benefit file prior to final processing by the Employee Benefits department. Should you need assistance during enrollment, see your onsite Benefit Advocate or send an email to your Benefits Specialist or call 407-320-0095.*

For benefit overview, have a 2019 Benefit Guidebook handy when selecting your benefits.  
An electronic copy is available at [bit.ly/Benefits2019](http://bit.ly/Benefits2019)

1) Login INTO Seminole County Public Schools THE PORTAL with your user ID and password:

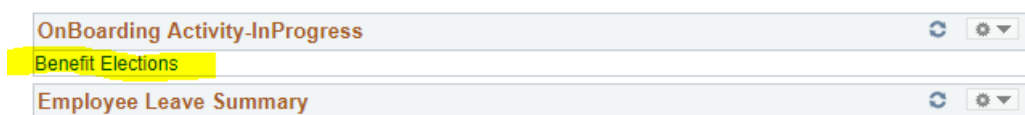
<https://www.scps.k12.fl.us/>



2) Click on the Employee Self Service (ESS) tile



3) On the **upper left** corner of the page, click on the **LINK** that reads "**Benefits Elections**"



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4) You MUST ACCESS and complete each section of enrollment in the order presented below, regardless if you want to enroll or waive coverage in a benefit.

Click on each topic to complete the enrollment process. Once the section is completed, you will receive a green check mark.

You may click the "Review and Complete" menu on the left side of the page at any time during your election to send an email to your assigned Specialist. Benefit elections are completed when you have an election summary. See additional steps.

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5) Once the Welcome section is completed, and you have a green check mark, click on "Benefit Enrollment". The next screen appears:

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6) Click on the "Select" button above. This is your opportunity to elect or waive a benefit options.

Please read each page as pertinent information is mentioned on each product line. If you have questions regarding enrollment or details of any plans, please contact the Employee Benefits Department. Failure to complete your election within 30 days of your start date will void your opportunity for elections until annual enrollment and you will be defaulted into the Board provided medical plan with the tobacco surcharge.

7) On the Benefit Enrollment Page, you must complete each of the benefit sections highlighted in blue by clicking on the "Review" button. You have the option to elect or waive coverage for each benefit and each section MUST have a green check mark indicating completion. See below for sample of benefit options:

Benefits Enrollment

New Hire

Your Name is populated here

As a new hire you must enroll in benefits within 30 days from your date of hire.  
If you do not enroll, you will be defaulted to the High Deductible Health Plan Smoker rate with Employee coverage only.  
The only time you can change your benefit choices is during Open Enrollment or if you have a qualified family status change.  
The medical FSA will not be available if enrolling in the High Deductible Health Plan.

**i** Important: Your enrollment will not be complete until you **SUBMIT** and your confirmation page is displayed with your changes.

Enrollment Summary	
<b>Medical</b>	Before Tax After Tax <b>Review</b>
Current: Cigna HD Pre Tax (NSY1):Empl Only	
New: Cigna HD Pre Tax (SNI):Empl Only	25.00
<b>Health Savings Account</b>	Before Tax After Tax
Current: Health Savings Account: \$500.00	
New: Waive/Terminate	0.00
<b>Board Disability</b>	Before Tax After Tax
Current: Waive/Terminate	
New: Waive/Terminate	
<b>Flex Spending Medical</b>	Before Tax After Tax <b>Review</b>
Current: Waive/Terminate	
New: Waive/Terminate	0.00

8) At the bottom of each election page, you should click the button:

**Update Elections**

9) Then click on the Confirm button to verify your election:

**Confirm**

10) Once you have completed enrollment and have a green check mark in each benefit section, you will then hit the SUBMIT button located at the bottom of the page.

11) You may receive an "Error or Warnings" message. Be sure to read the messages and respond accordingly.

(See next page)

## Errors and Warnings

Your Name Here

Your enrollment could contain warnings and/or errors. The following list displays your warnings and/or errors for each benefit election. You will need to correct your errors before you can submit your final benefit elections.

### Benefit Errors and Warnings



Employee Paid Life Insurance

Warning

If no changes have been made to this coverage, please disregard this warning. If you increased any coverage or added dependents, you must submit the required documents. Did you complete all required forms necessary for approval of this coverage? Please complete and forward the required forms to the appropriate carrier. Your new coverage will not be effective until coverage is approved by the carrier.



Spouse Life - Employee Paid

Error

You are required to make a selection for this benefit plan. The system will not default a benefit choice for you. Go back to the benefit page and make a selection.

Return

Select the Return button to go back to the Enrollment Summary and correct your benefit elections.

12) Once you have corrected or completed the actions/information for “Errors and Warnings”, the “**Submit Benefit Choices**” screen will appear:

## Submit Benefit Choices

Libersat, Mary Margaret

You have almost completed your enrollment. If you have no further changes, select the **Submit** button at the bottom of this page to finalize your benefit elections.

Select the **Cancel** button if you are not ready to submit your elections and wish to return to the Enrollment Summary.

You may confirm your elections on each page and return to the Enrollment Summary as many times as you'd like until your enrollment deadline.

Once your enrollment is processed, you will not be able to make any further benefit changes until the next Annual Enrollment period unless you have a qualifying event as defined by the IRS.

### Authorize Elections

By submitting your benefit elections you are authorizing the District to take deductions on an after tax or before tax basis from your paycheck to pay for your benefit costs. You are also authorizing the District to send the necessary personal information to your selected providers to initiate and support your coverage.

Submit

Cancel

Select the **Submit** button to send your final elections to the Employee Benefits Department.

Select the **Cancel** button if you are not ready to submit your elections and wish to return to the Enrollment Summary.

13) CLICK SUBMIT

14) The next page appears as “Submit Confirmation”

Review your benefit elections and **print this page**. As a reminder, if you are adding a spouse or dependents to the plan, you must submit marriage license, birth certificates, adoption papers, social security cards or documentation proving spouse/dependent eligibility.

15) Click on the “Review and Complete” menu on the left side of the page.

16) Review the message under “Complete Onboarding” If you have COMPLETED YOUR BENEFIT ELECTIONS, click on “Complete and Exit” button at the bottom of the page.

Benefit Elections

### Complete Onboarding

Congratulations!

You have completed your Benefits Onboarding Event.

Your OnBoarding has to be verified and approved by the Benefits Department. You will be notified in-case Benefits Department needs any further informations or actions on your part.

Select the Complete pushbutton to complete this event.

Important text: Elections will be approved and processed AFTER you “Complete and Exit”.

OnBoarding Progress						1-4 of 4
Title	Status	Due Date	Complete Date	Completed Time	Completed By	
1 Welcome	Completed		04/16/2019	12:01PM	0029476	
2 Benefit Enrollment	Completed		07/25/2019	2:52PM	0029476	
3 Document Upload/Download	Completed		07/24/2019	3:01PM	0029476	
4 Review and Complete	In Progress					

Message Center ?

Message Log

[Send message to Benefit Specialist](#)

Your assigned Benefit Specialist will communicate with you VIA EMAIL and a final confirmation page will be available after your elections have been approved and processed. It is imperative to check your WORK email periodically to assure communications are reviewed and completed timely.

Failure to complete your benefit elections within 30 days of your START date will cause you to be defaulted into the Board provided health plan with the annual tobacco surcharge rate.

Thank you and Welcome to Seminole County Public Schools!