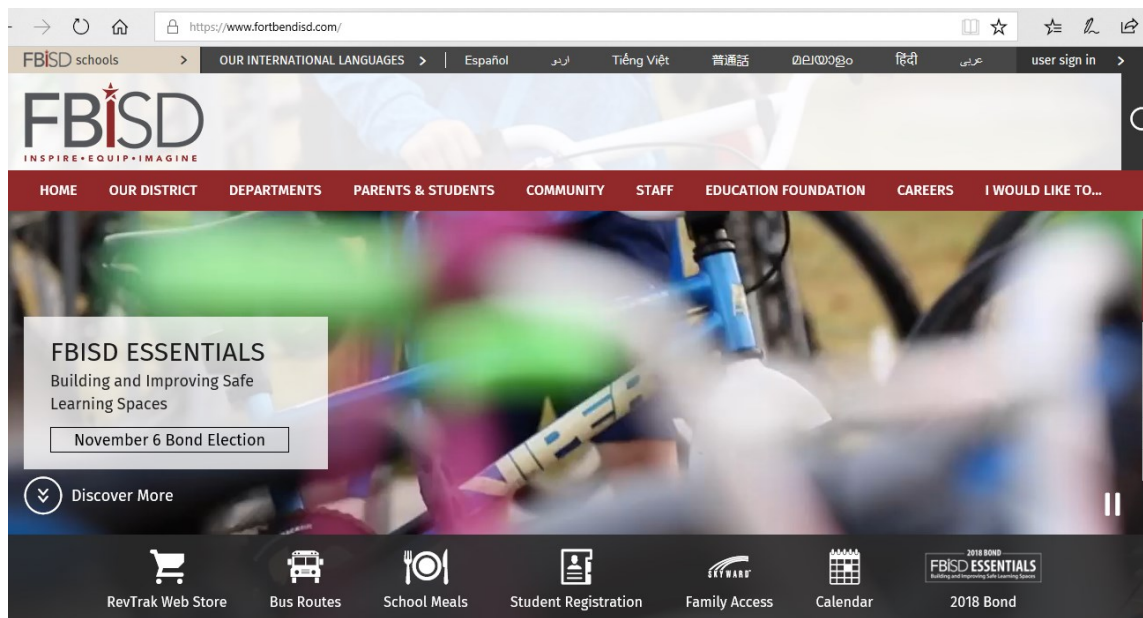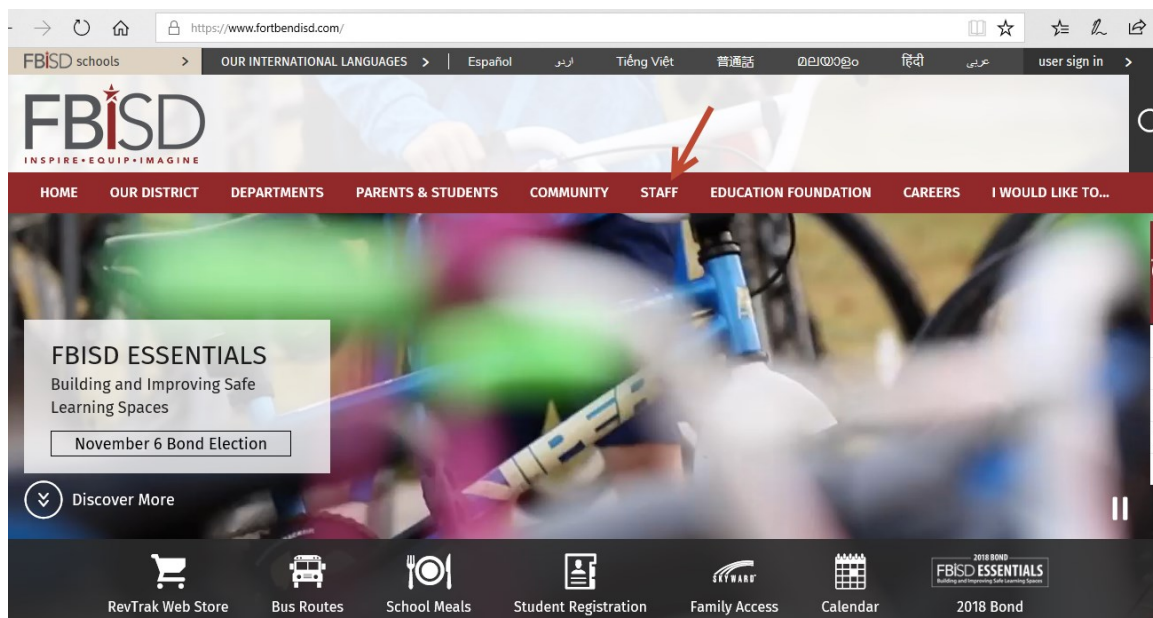# 2020 My-Self Serve Job Aid Employee Benefits

1. Go to www.fortbendisd.com
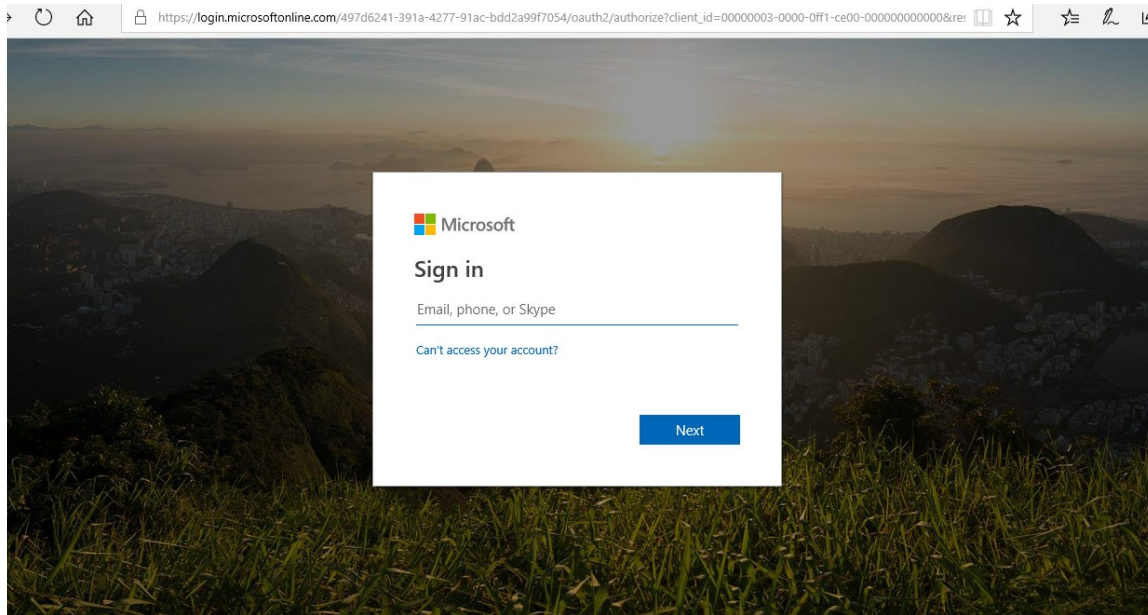

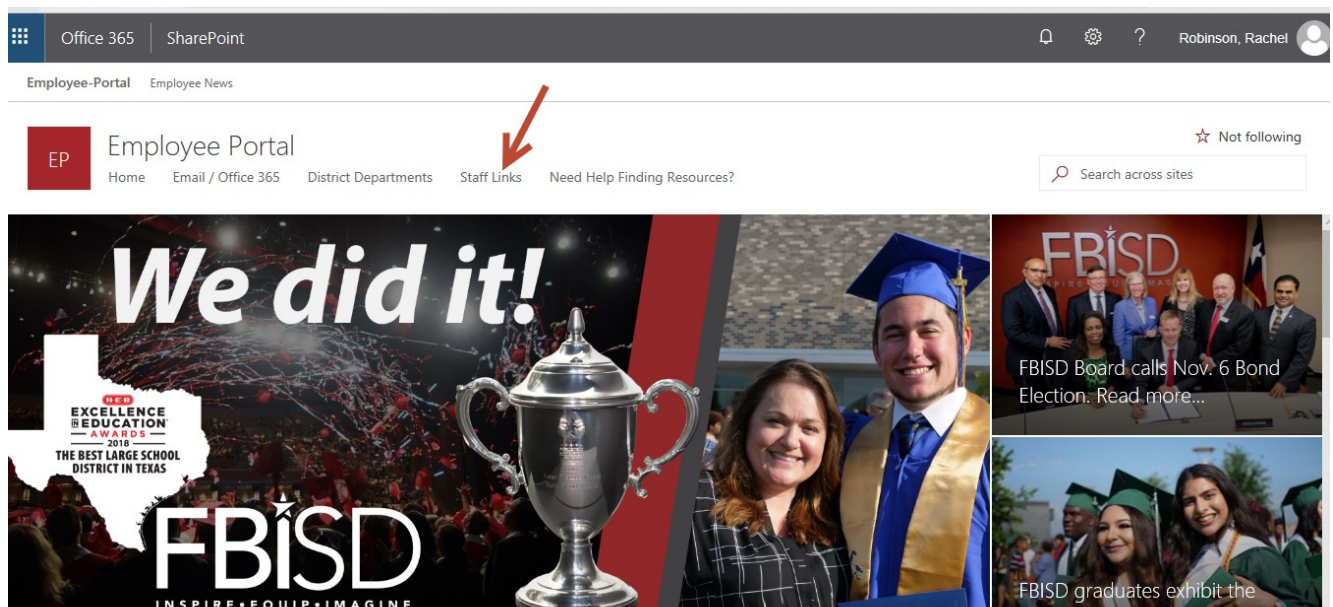
2. Click on the staff tab in the top right hand corner

3. Log in using your Fort Bend ISD credentials

User name is firstname.lastname@fortbendisd.com

If you have issues logging in, please contact 281-634-1300 (x41300) between the hours of 6:30 AM and 6:00 PM Monday-Friday

4. Click Staff Links

5. Click My Self Serve

6. Log into My Self Serve

Username: firstname.lastname

7. Click Benefit Details
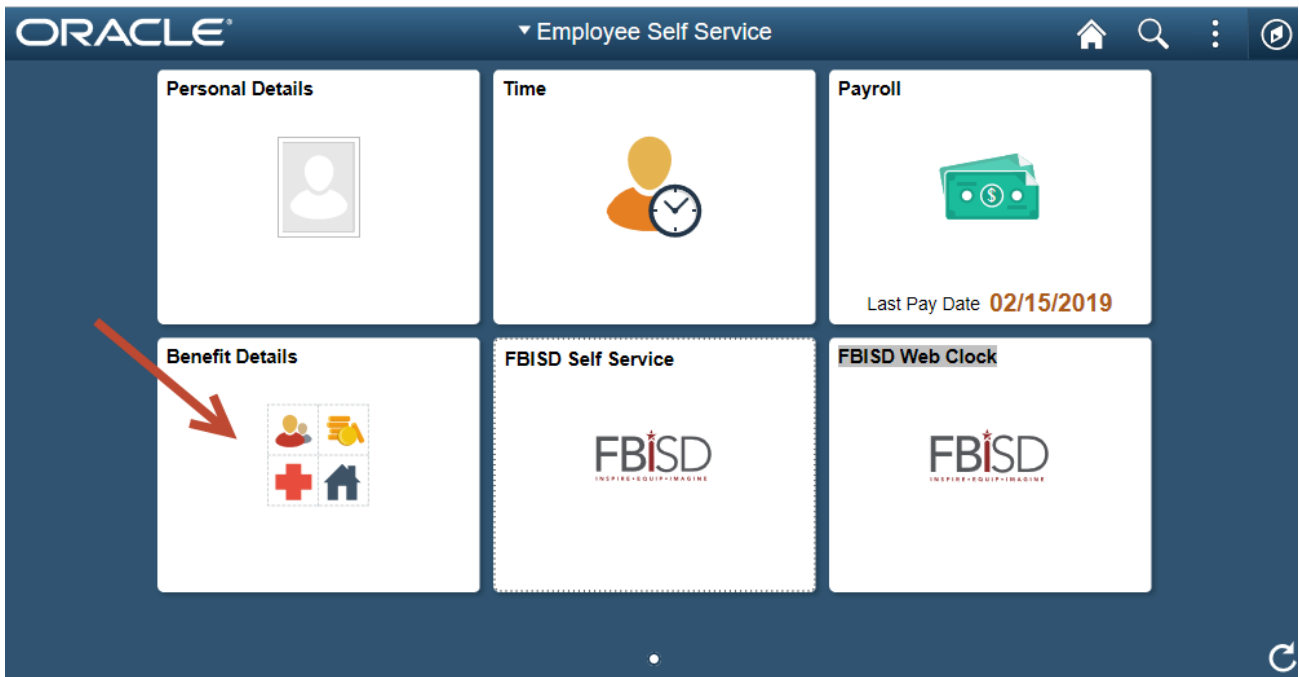
8. First Click on Benefits Enrollment

Second click select

9. To make your elections click the Edit button. You must Edit EVERY option.

10. Select the plan by clicking on the appropriate radio button

11. Kelsey Plan Enrollees: You must enter the following Provider ID Number: 00006773183010 in the appropriate box and select the check box "Check here to use the same provider for all your dependents." This allows you to see any Kelsey Seybold Provider

12. To enroll or add a dependent select the Add/ Review Dependents button toward the bottom of the screen
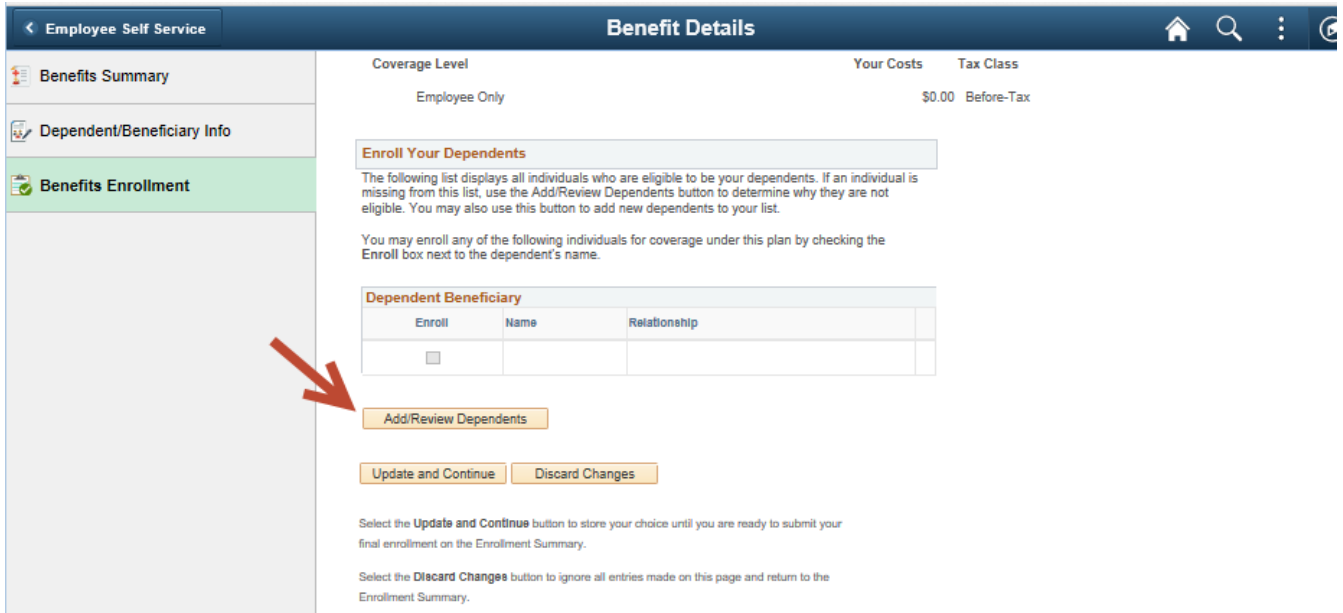
13. Then click Add a dependent or beneficiary.

- Please remember to submit dependent documentation with 14 days to your Benefits Specialist
- Enter Social Security numbers for ALL Dependents
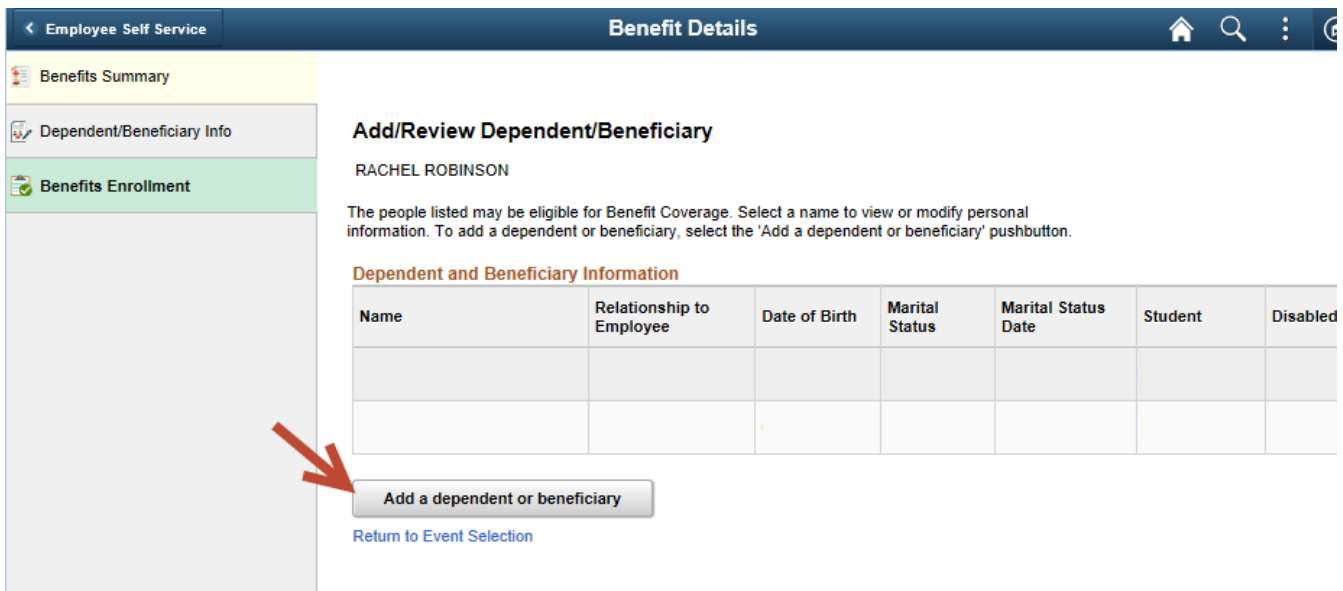
14. To enroll your dependent select the box next to their name

15. Once you have made your elections and added your dependent(s). Click Update and Continue

16. Add the dependent with all information then save

17. Click Return to Event Selection

18. Read your conformation page. It will review what plan you chose and who is enrolled. Then click Update Elections.

19. Continue through these steps to make your elections for Medical, Dental, Vision, Legal Shield, Education Foundation, Life, Disability, Flexible Spending Healthcare, and Flexible Spending Dependent Daycare.

20. Update Beneficiary information.

Primary allocation is who receives the benefit upon your death and Secondary Allocation is who receives the benefit if you and the Primary allocation are both deceased.

21. If you would like to enroll in Flexible Spending Medical or Dependent Daycare (only for child care) click the Radio button then enter your annual

22. Once you have made all your elections. Your per pay period cost will appear at the bottom.
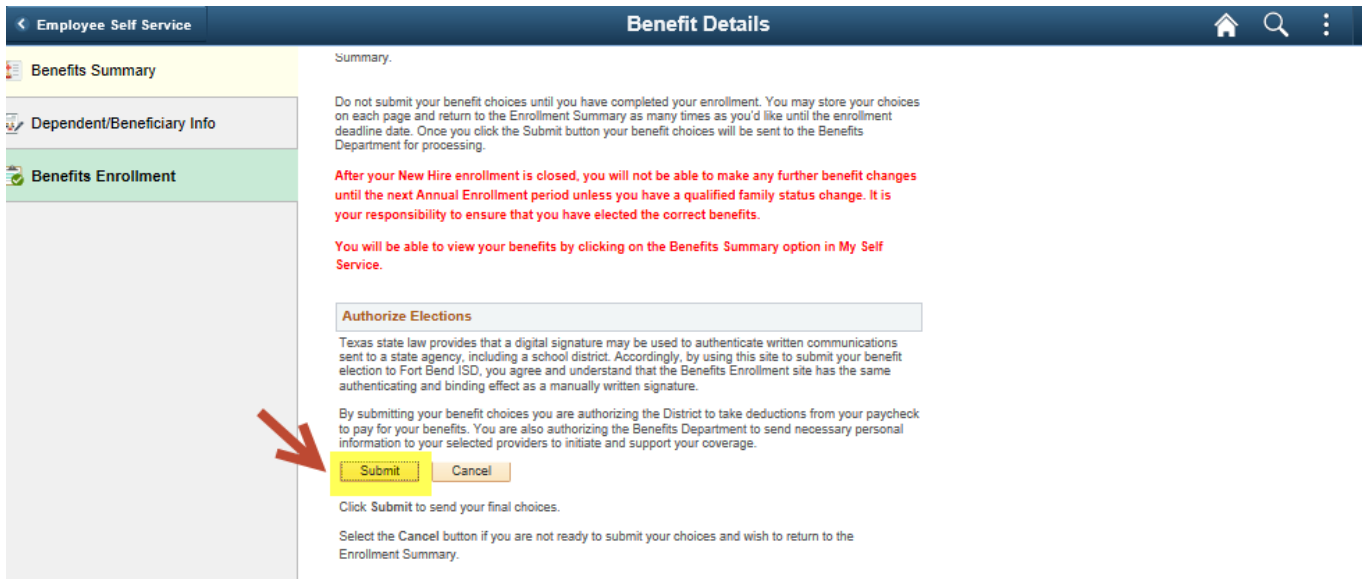
23. Click Save and Continue to go to the submission page for elections.

24. To submit your Benefit Choices click Submit

35. Once submitted Print or save your confirmation page as PDF as proof of Enrollment.

(You may have to disable your popup blockers.)

Elections will not be updated unless the submit button is clicked!!!!!!