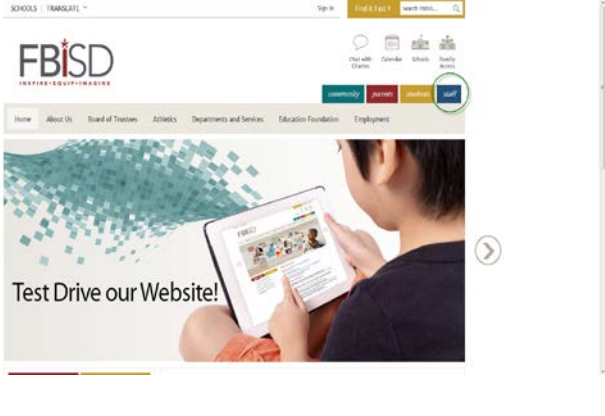
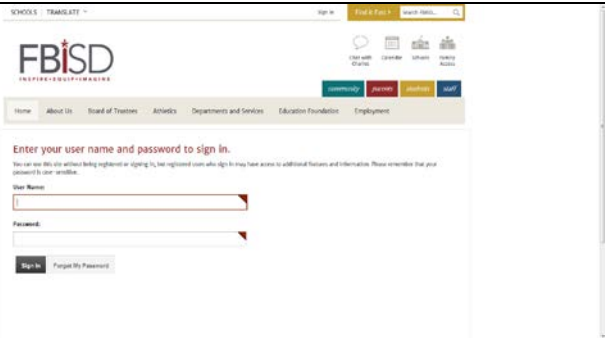
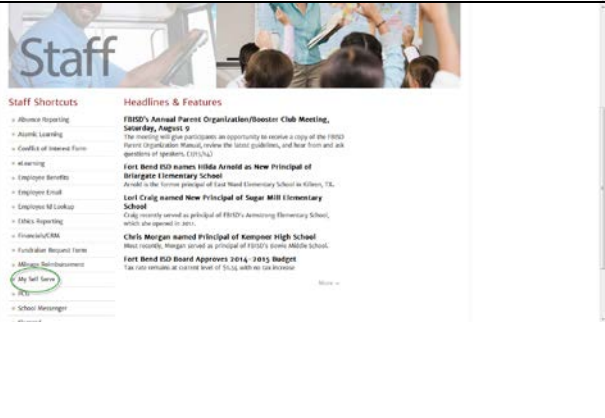

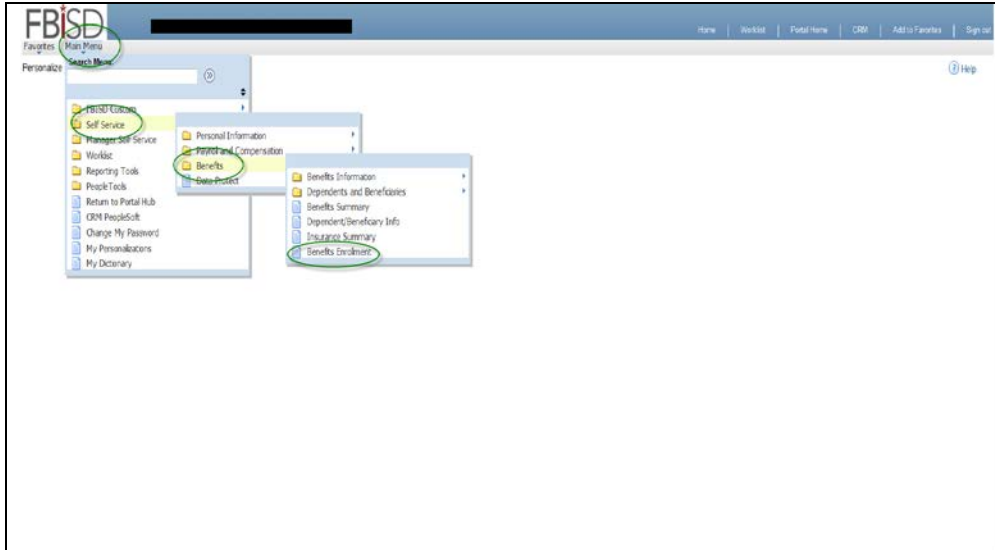


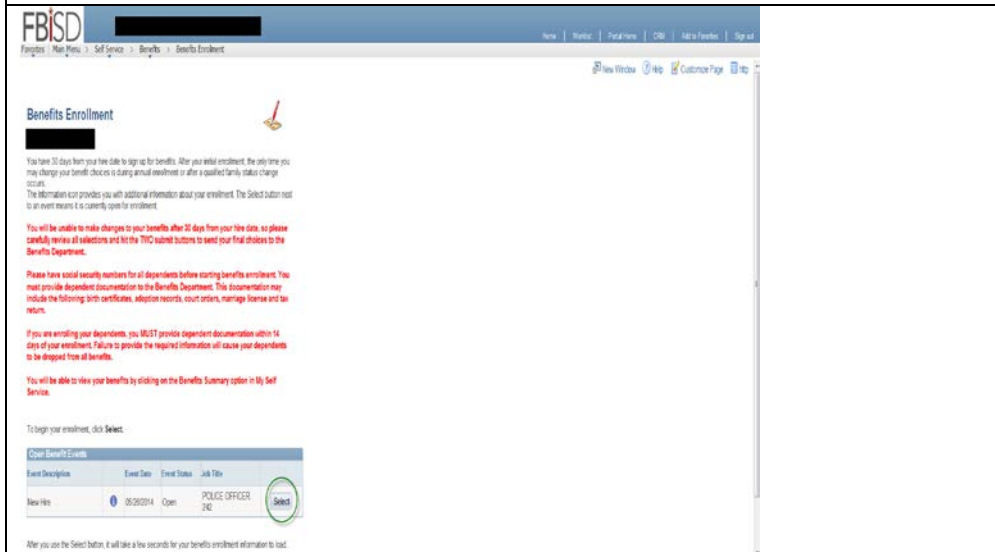
New Hire Benefits Enrollment Guide-MY SELF SERVE

		<p>1. From the Fort Bend ISD home page, click the Staff tab</p>
		<p>2. Enter your user name and password to sign in.</p> <p>Note: <i>Should you experience any problems with logging on to complete this information, please contact the Technology Service Desk at Extension 41300.</i></p>
		<p>3. Click on My Self Serve</p>
		<p>4. Enter your user name and password to sign in.</p> <p>Note: <i>Should you experience any problems with logging on to complete this information, please contact the Technology Service Desk at Extension 41300.</i></p>

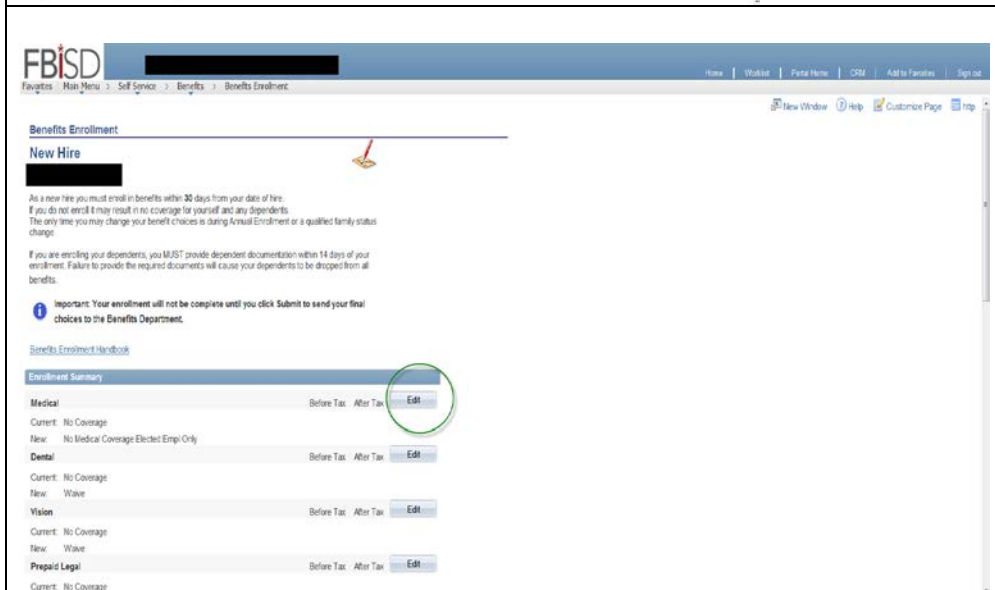
New Hire Benefits Enrollment Guide-MY SELF SERVE



5. Click on **Main Menu, Self Service, Benefits, Benefits Enrollment**



6. To begin your enrollment, click the **Select** button.



7. You **MUST** click the **Edit** button to elect or waive Medical, Dental, Vision, Prepaid Legal, Disability, Flex Spending and Flex Dependent Care, Supplemental Life and AD&D coverages.

If you are waiving coverage, you **MUST** click the **Waive** button.

Enroll Your Dependents

The following list displays all individuals who are eligible to be your dependents. If an individual is missing from this list, use the Add/Review Dependents button to determine why they are not eligible. You may also use this button to add new dependents to your list.

You may enroll any of the following individuals for coverage under this plan by checking the **Enroll** box next to the dependent's name.

Dependent Beneficiary		
Enroll	Name	Relationship
<input type="checkbox"/>		

Add/Review Dependents



Update Elections

Discard Changes

8. Scroll down to **ADD** your dependents if you are electing family coverage.

Click the **Add/Review Dependents** to ADD dependent information for medical, dental and vision.

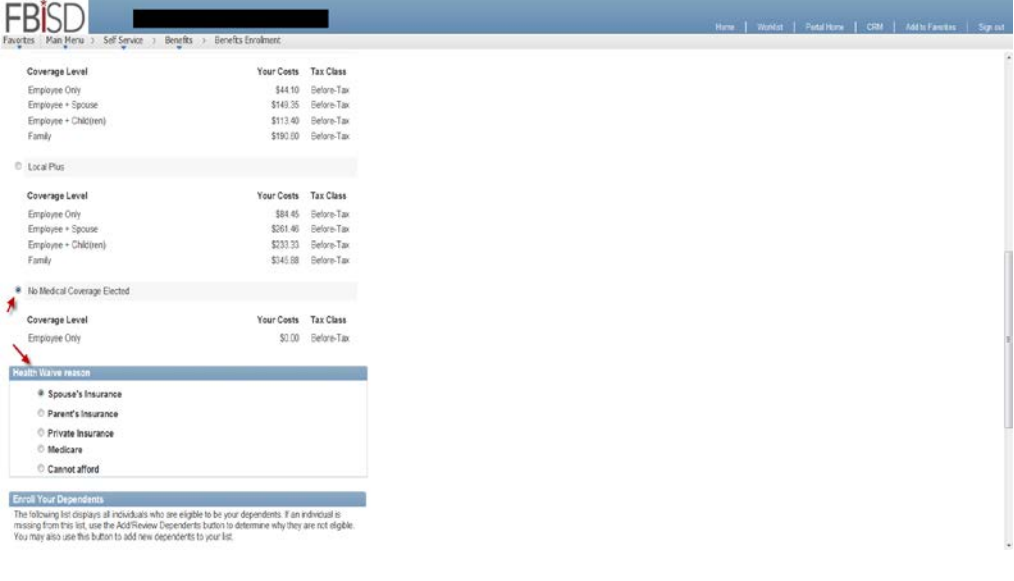
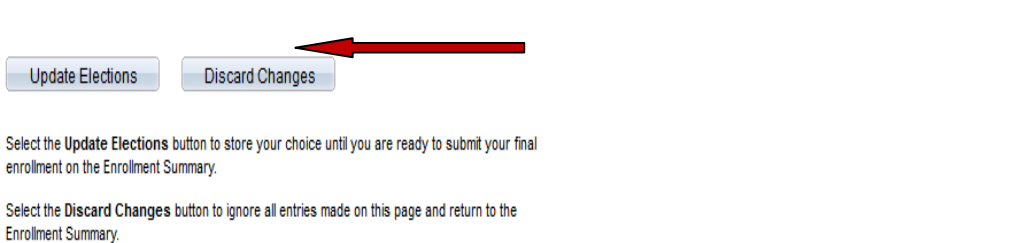
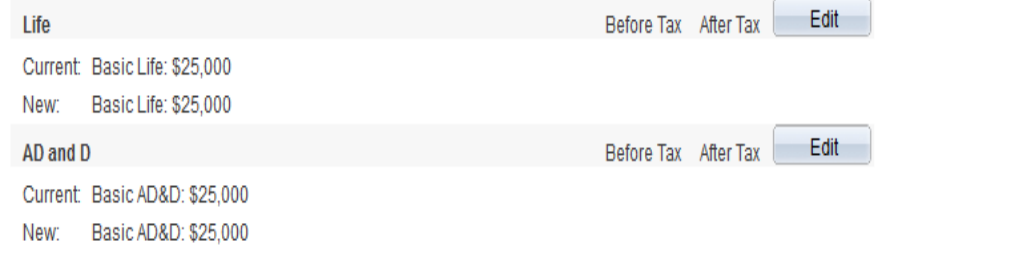
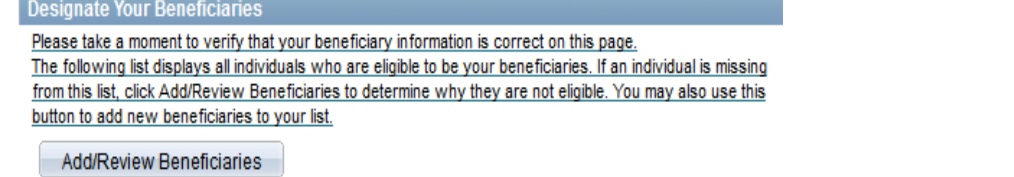
***Documentation is required to add a dependent along with their social security number.**

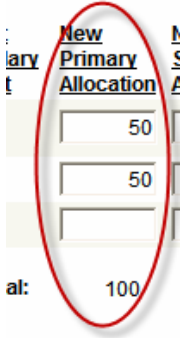
Submit your dependent documentation within 14 days from enrollment date to your Benefit Specialist.

Documents needed: Marriage Certificate and Tax Returns for spouses and birth certificates for children only.

Please Note: Definition of an Eligible Dependent: Legal Spouse, unmarried/married natural child, grandchild, legally adopted child and any child who has been placed in your legal guardianship* until the age of 26 years of age.

New Hire Benefits Enrollment Guide-MY SELF SERVE

 <p>The screenshot shows the 'Benefits Enrollment' page with three sections for coverage levels. The first section has options: Employee Only (\$44.50), Employee + Spouse (\$143.35), Employee + Child(ren) (\$113.40), and Family (\$190.00). The second section has options: Employee Only (\$84.45), Employee + Spouse (\$261.46), Employee + Child(ren) (\$233.33), and Family (\$345.88). The third section is 'No Medical Coverage Elected' with an 'Employee Only' option for \$3.00. Below this is a 'Health Waive reason' dropdown menu with options: Spouse's Insurance, Parent's Insurance, Private Insurance, Medicare, and Cannot afford.</p>	<p>9. If not electing medical coverage, you will need to choose one of the options as to why you are waiving it.</p>
 <p>The screenshot shows two buttons: 'Update Elections' and 'Discard Changes'. A red arrow points from the right towards the 'Discard Changes' button.</p> <p>Select the Update Elections button to store your choice until you are ready to submit your final enrollment on the Enrollment Summary.</p> <p>Select the Discard Changes button to ignore all entries made on this page and return to the Enrollment Summary.</p>	<p>10. Click on Update Elections twice and continue with your other benefit elections.</p>
 <p>The screenshot shows two sections: 'Life' and 'AD and D'. Each section has 'Current' and 'New' values (both set to Basic Life/AD&D: \$25,000) and an 'Edit' button.</p>	<p>11. Click the Edit button for Basic Life and Basic AD&D election. (This is a District Paid Benefit and a beneficiary(ies) must be entered)</p>
 <p>The screenshot shows the 'Designate Your Beneficiaries' section with an 'Add/Review Beneficiaries' button.</p> <p>Please take a moment to verify that your beneficiary information is correct on this page. The following list displays all individuals who are eligible to be your beneficiaries. If an individual is missing from this list, click Add/Review Beneficiaries to determine why they are not eligible. You may also use this button to add new beneficiaries to your list.</p>	<p>12. Click Add/Review Beneficiaries.</p>

	<p>13. Enter the desired information into the New Primary Allocation/New Secondary Allocation field. Enter a valid value. Total allocation must equal 100%.</p> <p>Note: If you are electing the same beneficiary for both Basic Life/AD&D primary and secondary allocations you are required to add this beneficiary into the system twice.</p>
<p> <input type="button" value="Update Elections"/> <input type="button" value="Discard Changes"/> </p> <p>Select the Update Elections button to store your choice until you are ready to submit your final enrollment on the Enrollment Summary.</p> <p>Select the Discard Changes button to ignore all entries made on this page and return to the Enrollment Summary.</p>	<p>14. Click Update Elections twice.</p>
<p> Flex Spending Health - U.S. Current: No Coverage New: Flex Spending Account - EE: \$2,500.00 Flex Spending Dependent Care </p> <p>Your pledge amount should only be for the time periods including your benefits effective date through December 31 of the current year.</p> <p>As a new employee, your benefits will be effective the first of the following month of your hire date.</p>	<p>15. Click Edit button for Flex Spending Health.</p> <p>Note: Flexible Spending Accounts (Health/Dependent Care) do not rollover to next year.</p> <p>The Maximum annual pledge for FSA Health is \$2,500.</p>

<p>Flex Spending Dependent Care</p> <p>Current: No Coverage</p> <p>New: FLEXIBLE SPENDING ACCT - DEP: \$5,000.00</p> <p>Your pledge amount should only be for the time periods including your benefits effective date through December 31 of the current year.</p> <p>As a new employee, your benefits will be effective the first of the following month of your hire date.</p>	<p>16. Follow same instructions as above for Flexible Spending Account – Dependent Care.</p> <p>Then click Update Elections twice.</p> <p>Note: Flexible Spending Dependent Care is just for childcare/daycare expenses only.</p> <p>The Maximum annual pledge for FSA Dependent Care is \$5,000.</p>																
<p>This table summarizes estimated costs for your new benefit choices.</p> <table border="1"> <thead> <tr> <th colspan="4">Election Summary</th> </tr> <tr> <th>Summarized estimates for new Benefit Elections</th> <th>Total</th> <th>Before Tax</th> <th>After Tax</th> </tr> </thead> <tbody> <tr> <td>Costs</td> <td>73.33</td> <td>5.20</td> <td>68.13</td> </tr> <tr> <td>Your Costs</td> <td>73.33</td> <td>5.20</td> <td>68.13</td> </tr> </tbody> </table>	Election Summary				Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax	Costs	73.33	5.20	68.13	Your Costs	73.33	5.20	68.13	<p>17. This table summarizes estimated per pay period cost for your new benefit choices.</p> <p>Note: Print this screen for your records.</p>
Election Summary																	
Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax														
Costs	73.33	5.20	68.13														
Your Costs	73.33	5.20	68.13														
<p><input type="button" value="Submit"/> ←</p> <p>Click Submit to send your final choices.</p> <p>i Important: Your enrollment will not be complete until you click Submit to send your final choices to the Benefits Department.</p>	<p>18. Click the Submit button.</p>																

New Hire Benefits Enrollment Guide-MY SELF SERVE

FBISD [Redacted] Home | WorkLife | Portal Home | CRM | Add to Favorites | Sign out

Favorites | Main Menu | Self Service | Benefits | Benefits Enrollment

New Window | Help | Customize Page | http

Benefits Enrollment

Submit Benefit Choices

[Redacted]

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 choices.

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

Do not submit your benefit choices until you have completed your enrollment. You may store your choices on each page and return to the Enrollment Summary as many times as you'd like until the enrollment deadline date. Once you click the Submit button your benefit choices will be sent to the Benefits Department for processing.

After your New Hire enrollment is closed, you will not be able to make any further benefit changes until the next Annual Enrollment period unless you have a qualified family status change. It is your responsibility to ensure that you have elected the correct benefits.

You will be able to view your benefits by clicking on the Benefits Summary option in My Self Service.

Authorize Elections

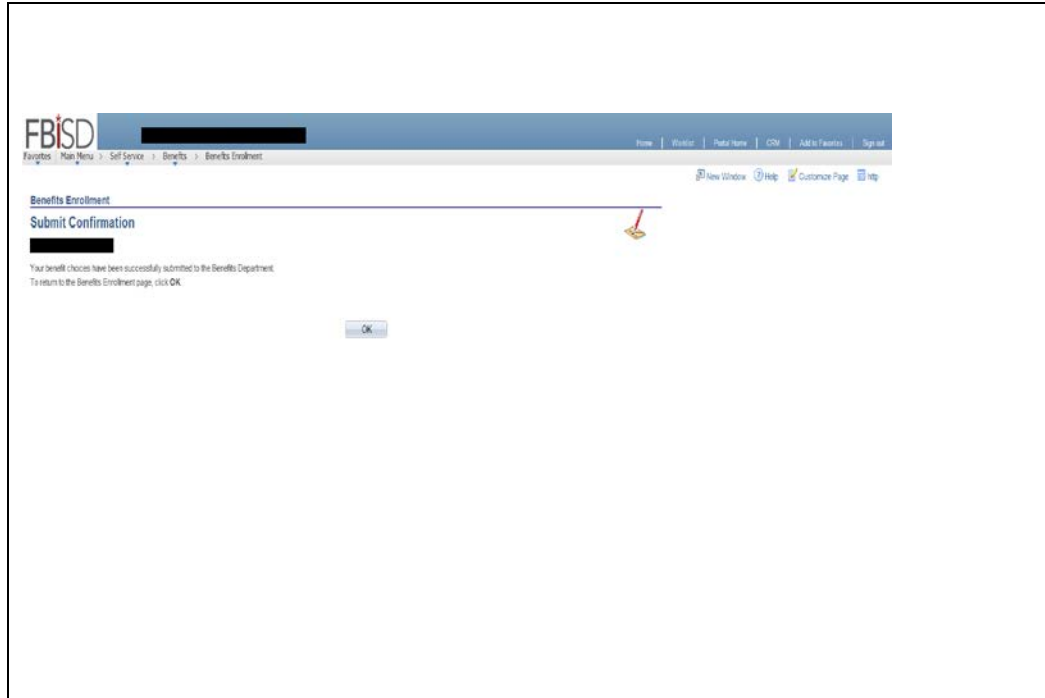
Texas state law provides that a digital signature may be used to authenticate written communications sent to a state agency, including a school district. Accordingly, by using this site to submit your benefit election to Fort Bend ISD, you agree and understand that the Benefits Enrollment site has the same authenticating and binding effect as a manually written signature.

By submitting your benefit choices you are authorizing the District to take deductions from your paycheck to pay for your benefits. You are also authorizing the Benefits Department to send necessary personal information to your selected providers to initiate and support your coverage.

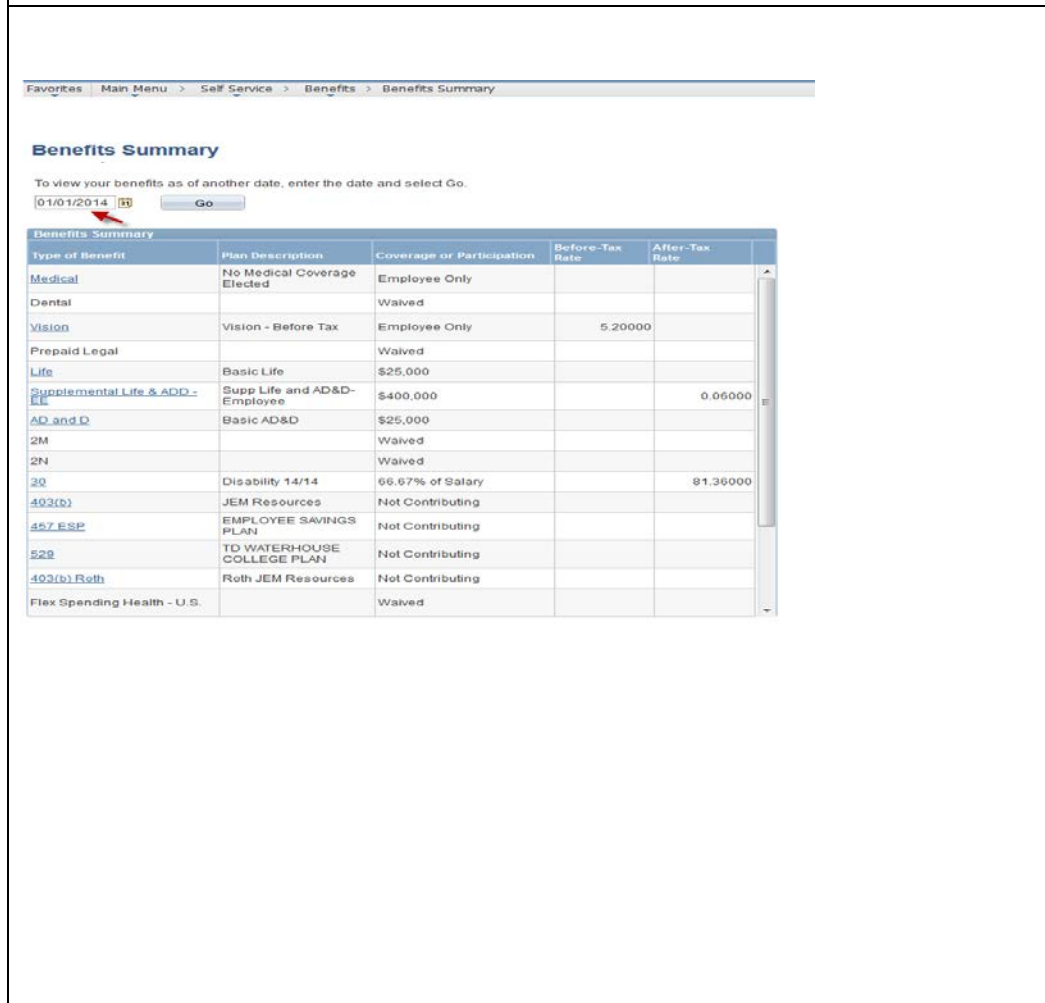
Click **Submit** to send your final choices.

19.
Please read and complete your submission.

Hit the **submit** button to send your final choices to the Benefits Department.



20.
Confirmation screen that you have fully submitted your elections. If you do not submit to this screen, you have not completed your enrollment.



21
Navigation to Benefits Summary to view your benefits:

From the menu click **Self Service**, Click the **Benefits** link, then Click the **Benefits Summary** button.

Change the date to 09/01/2014, 10/01/2014, etc. This will be a confirmation of the benefits you elected.

Note: As a new employee your benefits will be effective the first of the following month of your hire date.

No confirmation statements will be mailed.