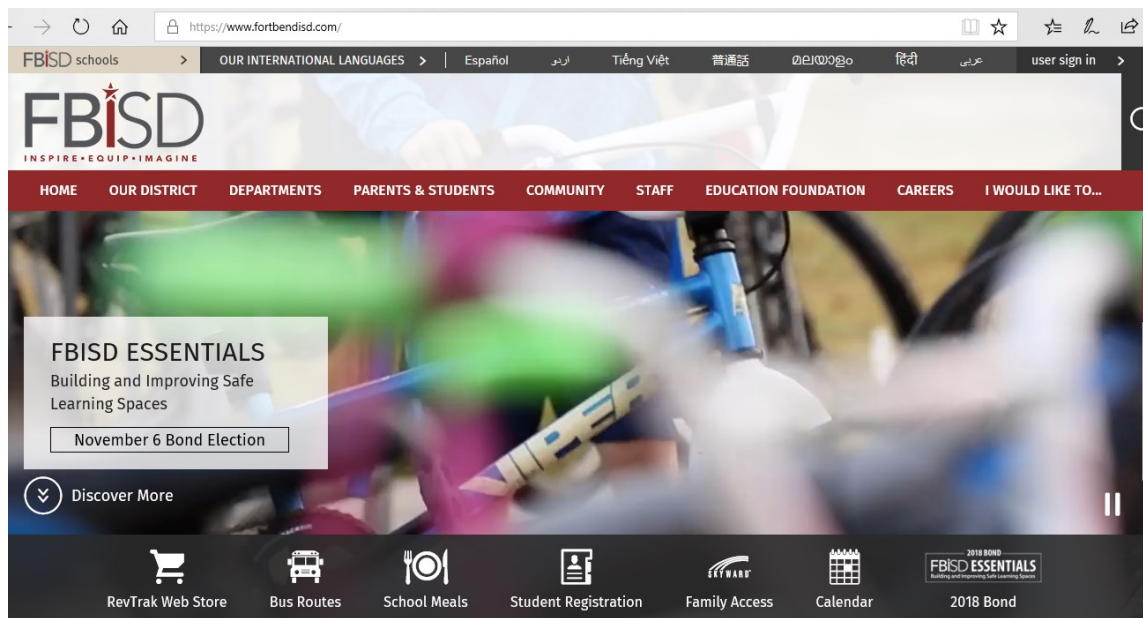


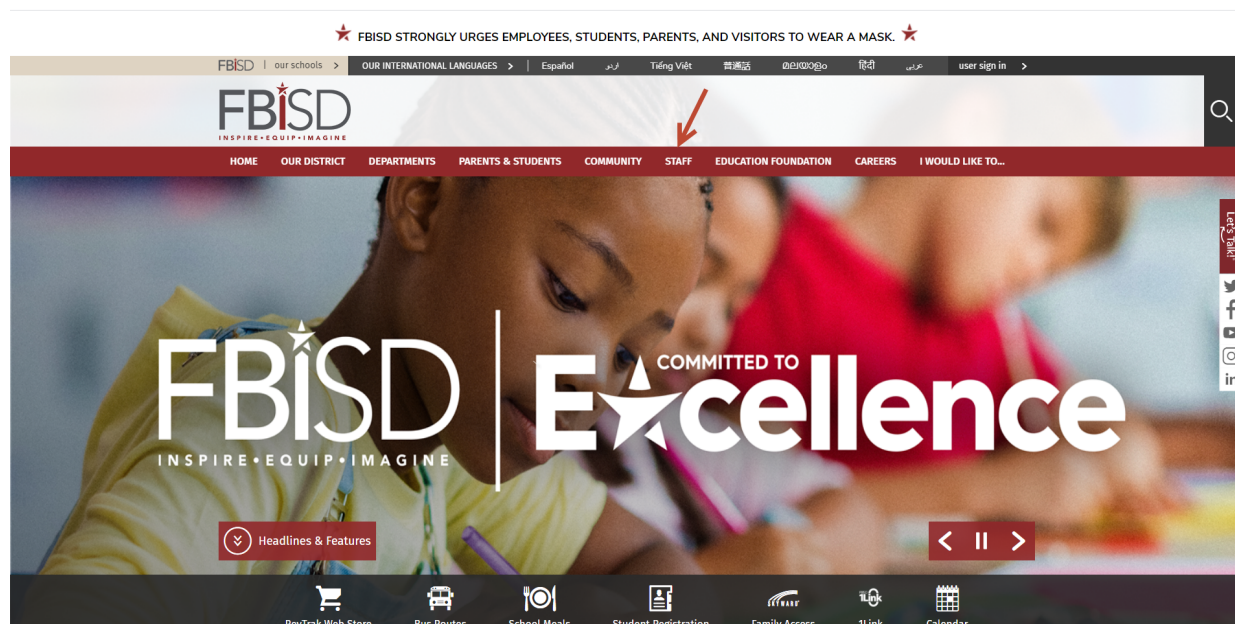
# My-Self Serve Job Aid

## Employee Benefits Enrollment

1. Go to [www.fortbendisd.com](https://www.fortbendisd.com)



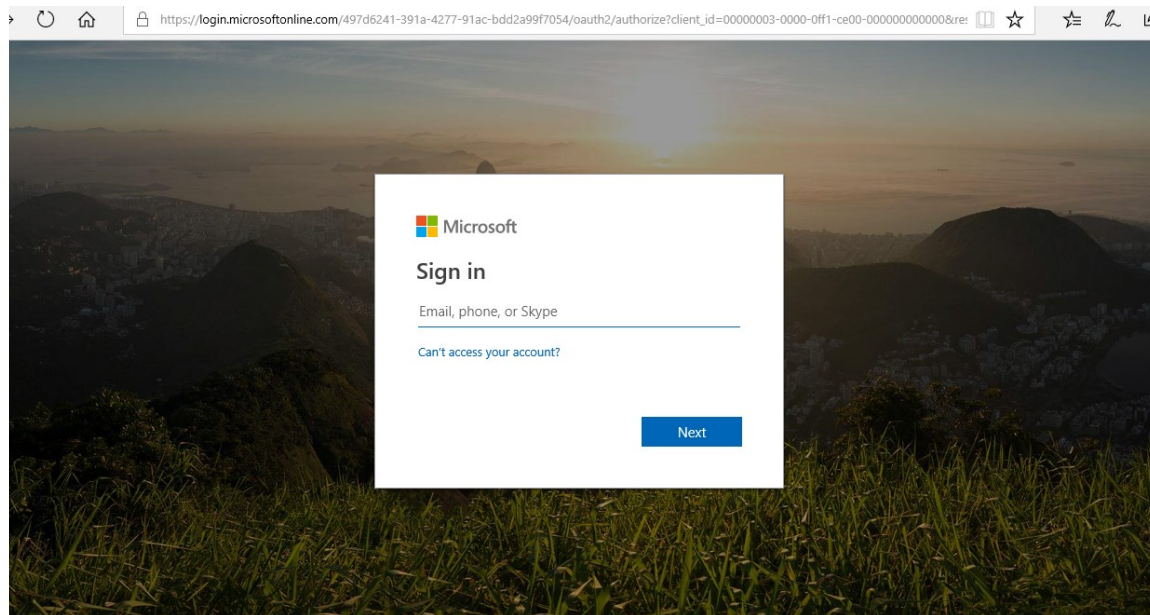
2. Click on the staff tab in the top right hand corner



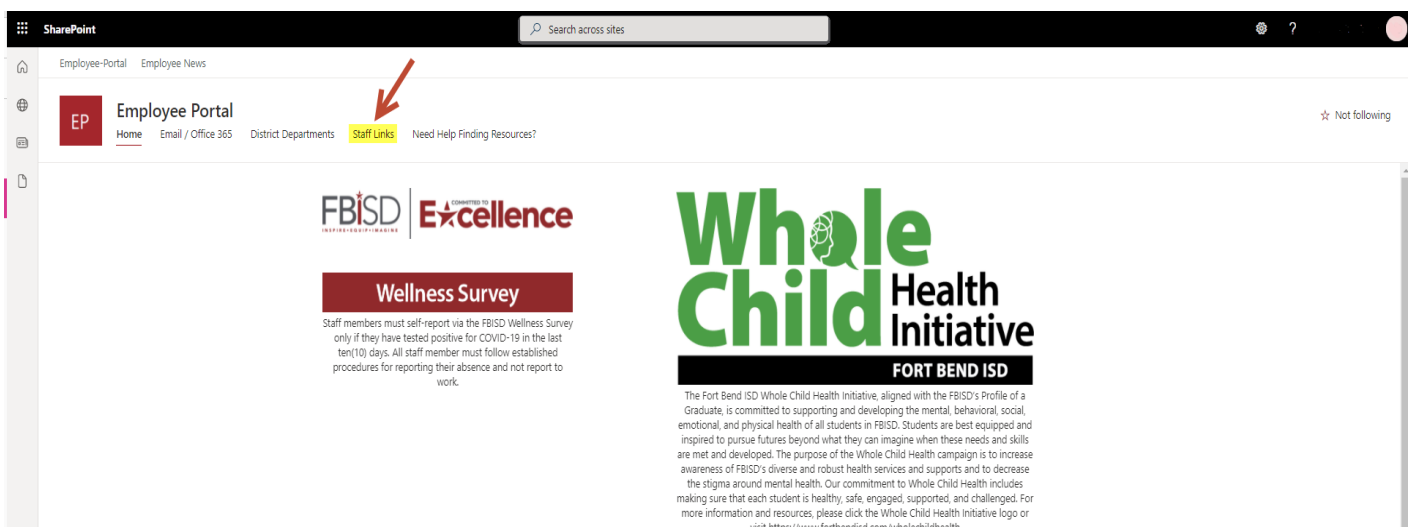
### 3. Log in using your Fort Bend ISD credentials

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

EP

Employee Portal

[Home](#) [Email / Office 365](#) [District Departments](#) [Staff Links](#) [Need Help Finding Resources?](#)

Send to ▾

### Staff Links

Staff Links

Wellness Screening	Support Portal (Formerly CRM)	ReadySub Absence Management	MyFortBendISD Portal
Taleo Admin Portal	Taleo - Internal Applicants	JDXpert	FBISD Leader Resources
IT Help Site	Blackboard Connect	District Phone Directory	ODSuite (On Data Suite)
EdConnect	Edgenuity (1Link Login)	Fundraiser Request Form	eLearning
Focus on Learning - Whova	Employee ID Lookup	Employee Benefits	Laptop User Agreement
Mileage Reimbursement	My Self-Serve	Naviance	New Teacher Orientation (NTO)
Online Textbooks	PeopleSoft Financials (Accessible within FBISD Network Only)	1Link/Schoolology	Skyward
Student Info (Accessible within FBISD Network Only)	Success Ed		

# 6. Log into My Self Serve

Username: firstname.lastname

ORACLE® PeopleSoft

User ID

Password

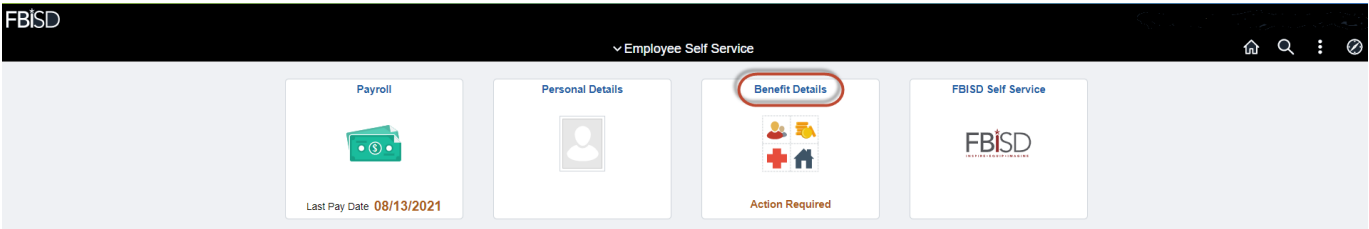
Select a Language

English ▾

Sign In

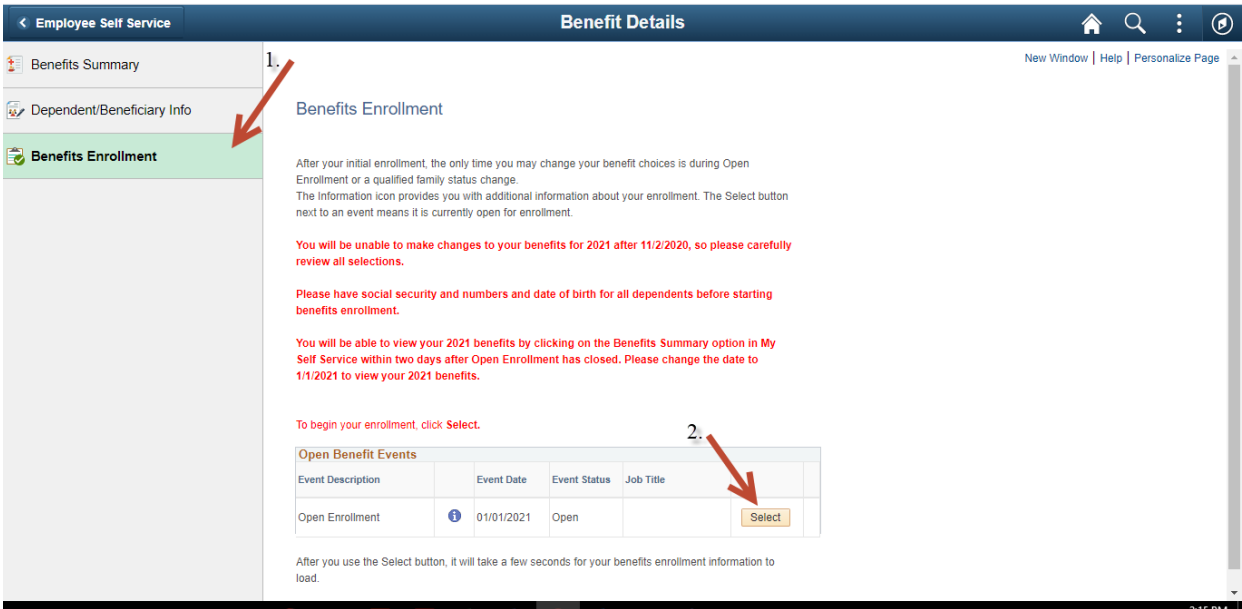
☐ Enable Screen Reader Mode

# 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.

Employee Self Service

Benefit Details

Home

Search

Menu

Refresh

Benefits Summary

Dependent/Beneficiary Info

Benefits Enrollment

plan premiums.

Important: Your enrollment will not be complete until you click Submit to send your final choices to the Benefits Department.

Enrollment Summary

Medical	Before Tax	After Tax	Edit
Current: No Coverage			
New:			
Dental	Before Tax	After Tax	Edit
Current: No Coverage			
New:	20.85		
Vision	Before Tax	After Tax	Edit
Current: No Coverage			
New:	4.99		
LegalShield	Before Tax	After Tax	Edit
Current: No Coverage			
New:	4.99		
Education Foundation Donation	Before Tax	After Tax	Edit
Current: No Coverage			
New:			
Life	Before Tax	After Tax	Edit
Current: No Coverage			
New: Basic Life: \$25,000			
Supplemental Life & AD&D - EE	Before Tax	After Tax	Edit
Current: No Coverage			

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

Benefit Details

Home

Search

Menu

Refresh

Benefits Summary

Dependent/Beneficiary Info

Benefits Enrollment

☐ Nexus Plan

Coverage Level

Employee Only	\$88.67	Before-Tax
Employee + Spouse	\$287.61	Before-Tax
Employee + Child(ren)	\$245.00	Before-Tax
Family	\$380.47	Before-Tax

☐ Choice Plan HRA

Coverage Level

Employee Only	\$52.92	Before-Tax
Employee + Spouse	\$194.16	Before-Tax
Employee + Child(ren)	\$136.08	Before-Tax
Family	\$247.78	Before-Tax

☐ Choice PPO

Coverage Level

Employee Only	\$101.97	Before-Tax
Employee + Spouse	\$330.75	Before-Tax
Employee + Child(ren)	\$281.75	Before-Tax
Family	\$437.54	Before-Tax

☐ Kelsey UHC Charter

Coverage Level

--	--	--

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.

The screenshot displays the 'Employee Self Service' interface with a 'Benefit Details' header. On the left, a sidebar contains three menu items: 'Benefits Summary', 'Dependent/Beneficiary Info', and 'Benefits Enrollment'. The main content area is titled 'Dependent Beneficiary' and features a table with columns for 'Enroll', 'Name', and 'Relationship'. Below the table is an 'Add/Review Dependents' button. A section titled 'Choose a Primary Care Provider ID' contains a text box with the ID '00006773183010' and a 'Select a Provider' link. Two red arrows point to the 'Specify a Primary Care Provider ID' text and the 'Check here to use the same provider for all your dependents' checkbox. Below these are two more checkboxes: 'Check here if you have previously seen this provider' and 'Check here to use the same provider for all your dependents'. A 'Dependent Provider List' section follows, with 'Update and Continue' and 'Discard Changes' buttons. At the bottom, instructions explain the function of these buttons.

Employee Self Service Benefit Details

Benefits Summary

Dependent/Beneficiary Info

Benefits Enrollment

Dependent Beneficiary

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

Add/Review Dependents

Choose a Primary Care Provider ID

Enrollment in this plan requires that you select a primary care provider. You must indicate whether or not you have already established a relationship with this provider, since some providers are not accepting new patients.

Specify a Primary Care Provider ID  [Select a Provider](#)

☐ Check here if you have previously seen this provider

☐ Check here to use the same provider for all your dependents

Dependent Provider List

[Update and Continue](#) [Discard Changes](#)

Select the **Update and Continue** button to store your choice until you are ready to submit your final enrollment on the Enrollment Summary.

Select the **Discard Changes** button to ignore all entries made on this page and return to the Enrollment Summary.

12. To enroll a dependent and your dependent's name is already listed, please select the box next to their name.

To **add** a dependent, select the Add/Review Dependents button toward the bottom of the screen.

The screenshot shows the 'Employee Self Service' interface with the 'Benefit Details' page. The left sidebar has three tabs: 'Benefits Summary', 'Dependent/Beneficiary Info', and 'Benefits Enrollment' (which is highlighted). The main content area is titled 'Benefit Details' and includes sections for 'Coverage Level' (Employee Only), 'Your Costs' (\$0.00), and 'Tax Class' (Before-Tax). Below this is the 'Enroll Your Dependents' section, which contains a table with columns 'Enroll', 'Name', and 'Relationship'. The 'Enroll' column has a checkbox. Below the table is the 'Add/Review Dependents' button, which is highlighted with a red arrow. Other buttons include 'Update and Continue' and 'Discard Changes'.

13. Then click Add a dependent or beneficiary.

- Please remember to submit dependent documentation with 14 days to your Benefits Coordinator.
- Enter Date of Birth and Social Security numbers for ALL Dependents.

The screenshot shows the 'Employee Self Service' interface with the 'Benefit Details' page. The left sidebar has three tabs: 'Benefits Summary', 'Dependent/Beneficiary Info', and 'Benefits Enrollment' (which is highlighted). The main content area is titled 'Add/Review Dependent/Beneficiary' and includes the name 'RACHEL ROBINSON'. Below this is a section titled 'Dependent and Beneficiary Information' which contains a table with columns: 'Name', 'Relationship to Employee', 'Date of Birth', 'Marital Status', 'Marital Status Date', 'Student', and 'Disabled'. Below the table is the 'Add a dependent or beneficiary' button, which is highlighted with a red arrow. Other buttons include 'Return to Event Selection'.



## 14. Add the dependent with all information then save.

**Employee Self Service** **Benefit Details**

**Benefits Summary**  
**Dependent/Beneficiary Info**  
**Benefits Enrollment**

### Dependent/Beneficiary Personal Information

Select Save once you have added your Dependent/Beneficiary's personal information. This information will go into effect as of Mar 1, 2019.

**Personal Information**

\*First Name  
Middle Name  
\*Last Name  
Name Prefix  
Name Suffix  
Date of Birth  
\*Gender  
Social Security Number  
\*Relationship to Employee

**Status Information**

\*Marital Status Single As of  
\*Student No As of  
\*Disabled No As of  
\*Smoker Non Smoker As of

**Address and Telephone**

☒ Same Address as Employee  
Country  
Address

☐ Same Phone as Employee  
Phone

**Save**

[Return to Dependent/Beneficiary Summary](#)

## 15. Click Return to Event Selection.

**Employee Self Service** **Benefit Details**

**Benefits Summary**  
**Dependent/Beneficiary Info**  
**Benefits Enrollment**

### Add/Review Dependent/Beneficiary

The people listed may be eligible for Benefit Coverage. Select a name to view or modify personal information. To add a dependent or beneficiary, select the 'Add a dependent or beneficiary' pushbutton.

**Dependent and Beneficiary Information**

Name	Relationship to Employee	Date of Birth	Marital Status	Marital Status Date	Student	Disabled	Dependent

**Add a dependent or beneficiary**

**Return to Event Selection**



16. To enroll your dependent, select the box next to your dependent's name.

Employee Self Service

Benefit Details

Home

Search

More

Refresh

Benefits Summary

Dependent/Beneficiary Info

Benefits Enrollment

Coverage Level

Employee Only

Your Costs

\$0.00

Tax Class

Before-Tax

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.

Enroll	Name	Relationship
<input checked="" type="checkbox"/>	John Doe	Child

Add/Review Dependents

Update and Continue

Discard Changes

Select the **Update and Continue** button to store your choice until you are ready to submit your final enrollment on the Enrollment Summary.

Select the **Discard Changes** button to ignore all entries made on this page and return to the Enrollment Summary.

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

Employee Self Service

Benefit Details

Home

Search

More

Refresh

Benefits Summary

Dependent/Beneficiary Info

Benefits Enrollment

Coverage Level

Employee Only

Your Costs

\$0.00

Tax Class

Before-Tax

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.

Enroll	Name	Relationship
<input type="checkbox"/>	John Doe	Child

Add/Review Dependents

Update and Continue

Discard Changes

Select the **Update and Continue** button to store your choice until you are ready to submit your final enrollment on the Enrollment Summary.

Select the **Discard Changes** button to ignore all entries made on this page and return to the Enrollment Summary.

18. Please review your Benefit Details confirmation page. It will provide an overview of the plan, cost, and covered dependents you have selected for enrollment. Then click Update Elections.

Employee Self Service

Benefit Details

Benefits Summary

Dependent/Beneficiary Info

Benefits Enrollment

Your Choice

You have chosen Nexus Plan with Employee + Child(ren) coverage.

Your Estimated per pay period Cost

Your Cost

Your Covered Dependents

Primary Care Provider Details

Name	Relationship
John Doe	Child

Notes

Once submitted, this choice will take effect on 04/01/2019. Deductions for this choice will start with the pay period beginning 04/01/2019.

Update Elections Discard Changes

Select the **Update Elections** button to store your choices.

Select the **Discard Changes** button to go back and change your choices.

19. Continue through these steps to make your elections for:

- Medical
- Dental
- Vision
- Accident
- Cancer
- Critical Illness
- Hospital Indemnity
- Legal Shield
- Education Foundation
- Life
- Supplemental Life
- AD&D
- Disability
- Flexible Spending Account Healthcare
- Flexible Spending Account Dependent Daycare

## 20. Update Life Insurance 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.

The screenshot shows the 'Benefit Details' page for Life Insurance. The left sidebar has three tabs: 'Benefits Summary', 'Dependent/Beneficiary Info', and 'Benefits Enrollment' (which is highlighted in green). The main content area has a header 'Benefit Details' and a sub-header 'Allocation Details'. Below the header, there are instructions: 'If you select percents, all percents for Primary beneficiaries must total 100. All percents for Secondary beneficiaries (if any) must also total 100.' and 'If you select flat dollar amounts, then one beneficiary must be designated to receive any left over money from the policy.' There are two dropdown menus: '\*Enter Primary Allocations as' and '\*Enter Secondary Allocations as', both set to 'Percent'. Below these is a table with columns: 'Name', 'Relationship', 'Current Primary Percent', 'Current Secondary Percent', 'New Primary Allocation', and 'New Secondary Allocation'. The table has three rows. The first row has '100' in the 'Current Primary Percent' column and '100' in the 'New Primary Allocation' column. The second row has '100' in the 'Current Secondary Percent' column and '100' in the 'New Secondary Allocation' column. The third row is empty. At the bottom of the table, there is a 'Total' row with '100' in the 'Current Primary Percent' column and '100' in the 'Current Secondary Percent' column. Below the table are two buttons: 'Update and Continue' (highlighted in yellow) and 'Discard Changes'. A red arrow points to the 'Update and Continue' button. Another red arrow points to the '100' in the 'New Secondary Allocation' column.

Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation
		100		100	
			100		100
Total		100	100		

21. If you would like to enroll in a **Flexible Spending Account Healthcare** or **Flexible Spending Account Dependent Daycare (only for child care)**, click the Radio button, then enter your annual pledge. Then click Update and Continue.

The screenshot shows the 'Benefit Details' page for Flexible Spending Account enrollment. The left sidebar has three tabs: 'Benefits Summary', 'Dependent/Beneficiary Info', and 'Benefits Enrollment' (which is highlighted in green). The main content area has a header 'Benefit Details' and a sub-header 'Select an Option'. Below the header, there is an information icon and text: 'Important! Your current coverage is: Waive. You are required to make a choice for this benefit plan. Your annual pledge must be between \$120.00 and \$2,750.00, which are the limits established for this plan. You must not exceed \$7,750.00 when you add up your annual pledge amounts for all Flexible Spending Accounts.' There are two radio buttons: 'No, I do not want to enroll' and 'FSA-HEALTHCARE' (which is selected). Below the radio buttons is a text input field labeled 'Annual Pledge' with a value of '1200'. At the bottom are two buttons: 'Update and Continue' (highlighted in yellow) and 'Discard Changes'. A red arrow points to the 'FSA-HEALTHCARE' radio button. Another red arrow points to the 'Annual Pledge' input field. A third red arrow points to the 'Update and Continue' button.

Select an Option

☐ No, I do not want to enroll

☒ FSA-HEALTHCARE

This plan requires that you specify an annual pledge amount.

Annual Pledge: 1200

22. Once you have made all of your elections, your **per pay period** cost will appear at the bottom.

Employee Self Service

Benefit Details

Benefits Summary

Dependent/Beneficiary Info

Benefits Enrollment

Current: No Coverage

New: Disability 14/14: 66.67% of Salary

Flex Spending Healthcare

Before Tax

21.64

After Tax

Edit

Current: No Coverage

New: Waive

0.00

Flex Spending Dependent Daycare

Before Tax

After Tax

Edit

Current: No Coverage

New: Waive

0.00

This table summarizes the estimated per paycheck costs for your new benefit choices.

Election Summary

Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax
Costs	\$0.00	\$0.00	\$0.00
Your Costs			

Save and Continue

Click Save and Continue to send your final choices. You must click Submit on the next page to send your elections to the Benefits Department.

Important: Your enrollment will not be complete until you click the Submit button on the next page to finalize your choices for Benefits Open Enrollment.

23. Click Save and Continue to go to the submission page for elections.

Employee Self Service

Benefit Details

Benefits Summary

Dependent/Beneficiary Info

Benefits Enrollment

Current: No Coverage

New: Disability 14/14: 66.67% of Salary

Flex Spending Healthcare

Before Tax

21.64

After Tax

Edit

Current: No Coverage

New: Waive

0.00

Flex Spending Dependent Daycare

Before Tax

After Tax

Edit

Current: No Coverage

New: Waive

0.00

This table summarizes the estimated per paycheck costs for your new benefit choices.

Election Summary

Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax
Costs	\$0.00	\$0.00	\$0.00
Your Costs			

Save and Continue

Click Save and Continue to send your final choices. You must click Submit on the next page to send your elections to the Benefits Department.

Important: Your enrollment will not be complete until you click the Submit button on the next page to finalize your choices for Benefits Open Enrollment.

24. To submit your Benefit Choices, click Submit.

The screenshot shows the 'Employee Self Service' interface with the 'Benefit Details' section active. On the left, there is a sidebar with three main sections: 'Benefits Summary' (highlighted in yellow), 'Dependent/Beneficiary Info', and 'Benefits Enrollment' (highlighted in green). The main content area is titled 'Summary.' and contains several paragraphs of text. A red arrow points to a yellow 'Submit' button located below the 'Authorize Elections' section. The 'Submit' button is next to a 'Cancel' button. Below the buttons, there is a line of text: 'Click Submit to send your final choices.' and another line: 'Select the Cancel button if you are not ready to submit your choices and wish to return to the Enrollment Summary.'

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

(You may have to disable your pop-up blockers.)

Then click Ok, after printing/saving your elections, to return to the Benefits Enrollment Page.

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

The screenshot shows the 'Employee Self Service' interface with the 'Benefit Details' section active. The sidebar on the left is the same as in the previous screenshot. The main content area is titled 'Benefits Enrollment' and 'Submit Confirmation'. It contains a paragraph of text: 'Your benefit choices have been successfully submitted to the Benefits Department. You may view and change your benefits if needed until the last day of Open Enrollment, midnight on 11/2/2020.' Below this, there is a red text block: 'Click PRINT XML to print your confirmation page. Please make sure you thoroughly review your confirmation statement to ensure you have the correct elections. You will need your confirmation statement as proof of your benefit elections for 2021. Make sure your pop up blocker is off so that you are able to print.' Below this, there is another line of text: 'Click OK to return to the Benefits Enrollment Page.' At the bottom, there are two buttons: 'OK' and 'Print XML'. A red arrow points to the 'Print XML' button.