

Open Enrollment Instructions

SmartBen is our online enrollment tool. The site is accessible via the Internet at <https://smartben.com/> and can be accessed 24 hours a day, 7 days a week. The following tips will help you prepare for and complete the online enrollment process.

If you are happy with your medical benefit coverage and do not want to make any changes, you do not need to do a thing, your medical coverage will continue as is. If you want to make any changes, such as switching plans or adding/removing dependents, you will need to login to SmartBen and

- Change your medical benefits election (plan and/or coverage level)

If you do not make any changes in SmartBen, your medical election will remain the same. **You will be responsible for any increased cost associated with your medical plan enrollment.**

Before You Enroll

Review Your Options & Make Your Choices

Take time to review the information in the *Plans* section. It will help you understand your benefit choices. Discuss it with your family, too!

Click on the *Plans* link at the top of your home page and select a plan to review the plan details.

Steps to Complete Your Enrollment

STEP 1

Log on to <https://smartben.com/> and enter your Username (your Banner ID) and Password (if you haven't logged into SmartBen in the past year, it is your 8 digit date of birth. Otherwise it is whatever you changed it to).

Example Username: G01234567 for your Banner ID if your datatel number is 1234567

Example Password: 06101964 for date of birth June 10, 1964

Tip: You can use the Forgot Password link to reset your password if needed

STEP 2: On the home page, you will see a Benefits Enrollment box. This box has a countdown of the number of days remaining in Open Enrollment. Underneath the countdown, there is a Begin Enrollment button. Click the button to begin enrollment.

STEP 3: On the next page, there is a box with *Available Enrollments*, telling you what enrollments are available. You will see a button for Annual Enrollment. Select the *Annual Enrollment* button to begin your enrollment session.

STEP 4: You will enter the Enrollment process at the Benefit Manager page. To make changes to a benefit, click on the benefit name. To make an election, click on the option you want to elect. You will first need to select which individuals are being covered by making your selection in the Who Is Being Covered box on the right. Then select the plan you want to enroll in. The selection you made will turn green. Click the green *Continue* button at the top right of the page when you are finished.

TIP: When you are going through the enrollment process, the medical premium cost is shown in full before the district contribution is applied. Please use the cost sheet to reference what your costs will be.

People Manager: This is where your Personal, Spouse/Dependent, and Beneficiary information is stored. Adding people into the People Manager section **DOES NOT** assign them to coverage. You will assign your spouse, dependents, and beneficiaries in the enrollment process. To return to enrollment simply click Manage Benefits or Return to Lights.

STEP 5: Once all of your elections are complete each benefit will have a green light. To proceed to the next step, click the green button labeled "Elect & Continue."

STEP 6: Verify Required Data: If you have not entered all required information, SmartBen will not process your enrollment. Click on each item in the Enrollment Task List and SmartBen will take you to the required page for corrections. Make your corrections, click *Submit*, *Enroll* or *Save*, whichever is applicable. Be sure to review any items in the "Information" box on this task page, click on "click here" to make changes, and then click the green "Continue" button.

STEP 7: You will now have the opportunity to Review your Confirmation. Examine your elections thoroughly, including dependent and beneficiary assignments, and enter your initials to acknowledge your agreement before clicking "Continue".

STEP 8: You have successfully completed the enrollment process! Select the *Click Here* link for a copy of your Confirmation Statement.

- **TIP:** If you need to add more than one beneficiary, click on the *Add a Person* button to designate the additional beneficiaries.
- **TIP:** During enrollment, click on the *Beneficiary Type* drop down box to designate your beneficiary as primary or secondary.