

## Open Enrollment Instructions

SmartBen is our new online enrollment tool. The site is accessible via the Internet at <https://sso.smartben.com/SSO/SingleSignOn?partnerIdpName=Parkway%20School%20District> and can be accessed 24 hours a day, seven days a week. The following tips will help you prepare for and complete the online enrollment process.

***This year Parkway is requiring all employees to enroll. You will need to enroll to make your benefits elections (plan and/or coverage level). You also need to re-elect HSA and FSA/Dependent care deductions.***

### Before You Enroll

#### ***Consider This!***

- If you want to add a dependent for coverage for next year, *now* is the time to do it. You may not add dependents *during* the plan year unless you have a qualified change in status, also known as a qualified life event. **You will need to provide the Social Security number and date of birth for any spouse or dependent you enroll.** If you have not received the Social Security number for a newborn, enter 111-11-1111. Contact Benefits to update the dependent's Social Security number after you receive it.
- Benefits will visit every location in the District to discuss the plans and answer any questions you may have. We can also help you enroll during those visits. If at any time you need help with enrollment, please contact the benefit staff:
  - Brian Whittle, Director of Finance – [bwhittle@parkwayschools.net](mailto:bwhittle@parkwayschools.net) or 314-415-8060
  - Tierra Morris, Benefits Coordinator – [tmorris@parkwayschools.net](mailto:tmorris@parkwayschools.net) or 314-415-8058
  - Janet Bova Conti, Benefit Specialist – [jbovaconti@parkwayschools.net](mailto:jbovaconti@parkwayschools.net) or 314-415-8059
- If you are electing Supplemental Term Life and AD&D Insurance, you need to enter the **beneficiary name and relationship to the employee.**
- If you need to exit SmartBen before finishing your enrollment elections, click “log out”

## Steps to Complete Your Enrollment

### STEP 1

Log on to

<https://sso.smartben.com/SSO/SingleSignOn?partnerIdpName=Parkway%20School%20District>

**A direct link for this site is also available on Inside Parkway and the Benefits Page.**

Next click “Login with Parkway School District.”

Your username is **pkwy\** then your District username. For example: pkwy\lames2 or pkwy\ktrout  
Please use a lower case “p” as it is case sensitive. In some browsers or mobile devices, you may need to use your District pkwy.k12.mo.us email instead of the pkwy\ as your username. For example lames2@pkwy.k12.mo.us

Your password is your District password. This is the password you use to log into a district computer or Workforce.

If you do not know your District username or password, please contact the help desk at 415-8181 or helpdesk @parkwayschools.net

### 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

### 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.

➡ **TIP:** Use the **Tab Key** to navigate through the site. **DO NOT** use the Enter Key. As with all Internet sites, when you use the Enter Key, it is the equivalent of hitting “submit” or “next”.

**BENEFITS  
ENROLLMENT** 

34

Days Remaining

Open Enrollment Ends On  
**NOV 30, 2016 AT 11:00 PM CST**

**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.

#### AVAILABLE ENROLLMENTS

The items found in this list require your input for completion. Please select the desired type of enrollment and click the "Begin Enrollment" button to begin this process.

##### Annual Enrollment

You have until **7/31/2015 11:00 PM CDT** to complete your annual enrollment.

**ANNUAL ENROLLMENT** 

### STEP 4

**Review and Elect Benefits:** You will enter the Enrollment process at the Benefit Manager page, of Step 1 of the Enrollment Process. The incomplete (or untouched) benefits are at the top of the page with a red light next to them. All benefits will show as a red light until you have clicked through the benefit and made an election. All of the incomplete benefits must be elected so they are complete with a green light.

INCOMPLETE BENEFITS	
Plan Title	Employee Cost
 <b>Health Insurance</b> Opt Out - No Coverage <i>26 Deductions/Year</i>	<b>\$0.00</b>
 Opt Out - No Coverage <i>26 Deductions/Year</i>	<b>\$0.00</b>
 <b>Vision Insurance</b> Opt Out - No Coverage <i>26 Deductions/Year</i>	<b>\$0.00</b>
 <b>Healthcare Flexible Spending Account</b> \$0.00 <i>11 Deductions/Year</i>	<b>\$0.00</b>
 <b>Dependent Daycare Flexible Spending Account</b> \$0.00 <i>11 Deductions/Year</i>	<b>\$0.00</b>
 <b>Employer Provided Basic Life</b> 2 X Annual Base Salary (\$100,000.00) <i>26 Deductions/Year</i>	<b>\$0.00</b>
 <b>Employer Provided Basic Accidental Death &amp; Dismemberment</b> 1 X Annual Base Salary (\$50,000.00) <i>26 Deductions/Year</i>	<b>\$0.00</b>
 <b>Employer Provided Basic Spouse Life Insurance</b> \$5,000	<b>\$0.00</b>

### Turn All The Lights Green

Click on the "Elect & Continue" button or click on a benefit name to make changes. Note: All benefits must reflect a completed status ("Green Light") in order for the "Elect & Continue" button to be active.

**ELECT & CONTINUE**

Your Total Cost  
**\$0.00**  
Per Pay Period

Your Estimated Paycheck  
**\$1,440.08**





**Benefit Manager:** Use this to review your enrollment options and make your benefit elections. To enroll or make changes to a benefit, click on a benefit name.

To make a change, 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.

**Who's Being Covered?**

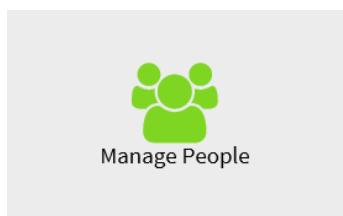
- Employee Only
- Employee and Spouse
- Employee and Children
- Family

Current Coverage Level: Opt Out - No Coverage

BCBS PPO EMPLOYEE ONLY			
<b>\$400/person</b> <b>\$1,200/family</b> <b>30% after deductible</b> <small>Deductible &amp; Coinsurance</small>	<b>\$2,900/person</b> <b>\$6,200/family</b> <small>Max Out of Pocket</small>	<b>Primary:\$20</b> <b>Specialist:\$40</b> <b>RX Copays:</b> <b>\$10/\$30/\$50</b> <small>Copayments</small>	<b>\$50.00</b> <small>Per-Pay-Period</small>
<a href="#">SELECT</a>	<a href="#">MORE INFO</a>		
BCBS HDHP EMPLOYEE ONLY			
<b>\$1500/person</b> <b>\$3000/family</b> <b>20% after deductible</b> <small>Deductible &amp; Coinsurance</small>	<b>\$5,000/person</b> <b>\$10,000/family</b> <small>Max Out of Pocket</small>	<b>20% coinsurance</b> <b>RX Copays:</b> <b>20%/20%/30%</b> <small>Copayments/Coinsurance</small>	<b>\$38.00</b> <small>Per-Pay-Period</small>
<a href="#">SELECT</a>	<a href="#">MORE INFO</a>		

If you are enrolling a spouse or dependent in coverage, click on the box next to the dependent you wish to enroll. If you are dropping a dependent from medical and/or dental coverage, you must uncheck the dependent you are dropping. **Note:** If you changed coverage levels (e.g., from family to employee + child(ren) or from family to employee + spouse), your spouse or child is automatically dropped.

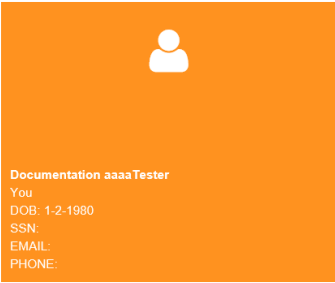




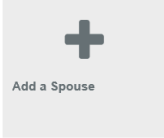
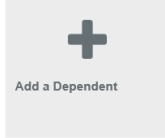

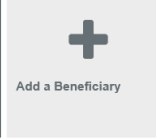
If the person you wish to add to coverage is not listed, you will need to click the green Add a Person button to add them in People Manager



**People Manager:** This is where your Personal, Spouse/Dependent, and Beneficiary information is stored.

## People Manager

Manage the personal information about yourself and all the people associated with your benefits.

Employee	Dependents		Beneficiaries	
 <b>Documentation aaaTester</b> You DOB: 1-2-1980 SSN: EMAIL: PHONE:	 Spouse aaaTester Spouse 10-1-1980	 Child aaaTester Child 1-1-2010	 Beneficiary aaaTester Child 1-1-2010	 Child aaaTester Beneficiary 1-1-2010
	 Add a Spouse	 Add a Dependent	 Spouse aaaTester Beneficiary 10-1-1980	 Add a Beneficiary

**Employee Info** - Review your personal information and make changes if necessary.



**Spouse and Dependent Info** – Click on the *Add a Spouse* or *Add a Dependent* button to add your spouse and dependents' information if you are enrolling them in a benefit plan. Click *Save* when you are finished.

Adding spouse/dependent information in *People Manager* **DOES NOT** assign your spouse/dependent to the medical or dental plan. You will assign your spouse/dependent to medical/dental coverage later in the enrollment process.

**Beneficiary Info** – *If you are electing Supplemental Term Life/AD&D coverage*, click on *Beneficiary* to add or change your beneficiary. Click *Save* when you are finished.

Adding your beneficiary information in the *People Manager* **DOES NOT** assign a beneficiary percentage. You will assign the percentage later in the enrollment process.

Click on *Manage Benefits* to continue the enrollment process.


-  **TIP:** If you need to add more than one beneficiary, click on the *Add a Beneficiary* 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.

Once you have added your spouse and/or dependent in the *People Manager* you will need to click on the benefit that you want to assign them to. Click on the *Manage Benefits* button at the bottom of the screen after adding the dependent.

### People Manager


Manage the personal information about yourself and all the people associated with your benefits.

**Employee**



Documentation aaa Tester  
You  
DOB: 1-2-1980  
SSN:  
EMAIL:  
PHONE:


**Dependents**



Spouse aaa Tester  
Spouse  
10-1-1980

+

Add a Spouse




Child aaa Tester  
Child  
1-1-2010

+

Add a Dependent


**Beneficiaries**



Beneficiary aaa Tester  
Child  
1-1-2010

+

Add a Beneficiary



Child aaa Tester  
Beneficiary  
1-1-2010

+


Add a Beneficiary

MANAGE BENEFITS

←

Once you click on Manage benefits it will bring you back to the Benefits Manager page and your incomplete benefits will be at the top. Click the benefit you would like to add your dependent to.

**INCOMPLETE BENEFITS**

	Plan Title	Employee Cost
	<p><b>Health Insurance</b> Aetna Select Team Member + Child(ren) <i>24 Deductions/Year</i></p>	<b>\$175.42</b>

#### Turn All The Lights Green

Click on the "Elect & Continue" button or click on a benefit name to make changes. Note: All benefits must reflect a completed status ("Green Light") in order for the "Elect & Continue" button to be active.

Click Continue to accept the plan. To assign a dependent to coverage, click the check box next to the dependents name. Click Continue.

**ASSIGN A DEPENDENT**

Tim aaatester (07/01/2005)

CONTINUE




+ ADD A PERSON

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."

## Annual Enrollment

COMPLETED BENEFITS			
	Plan Title	Employee Cost	Employer Cost
	<b>Cigna Open Access Plus Medical</b> Employee Only <i>26 Deductions/Year</i>	\$0.00	\$318.72
	<b>Cigna Dental Insurance</b> Employee Only <i>26 Deductions/Year</i>	\$16.15	\$0.00
	<b>Cigna Vision Insurance</b> Waive <i>26 Deductions/Year</i>	\$0.00	\$0.00

### Turn All The Lights Green

Click on the "Elect & Continue" button or click on a benefit name to make changes. Note: All benefits must reflect a completed status ("Green Light") in order for the "Elect & Continue" button to be active.

**ELECT & CONTINUE** 

Your Total Cost  
**\$16.15**  
Per Pay Period 

## 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.

## Enrollment Verification Tasks

Information is missing required to complete your enrollment. Click on the link(s) provided below to complete the necessary information.

### SPOUSE INFORMATION

The spouse information for April aaaTester is incomplete! [Click here](#) to return to the Manage People section and complete the required information.

## STEP 7

**Review Confirmation:** Review your elections thoroughly.



## Enrollment Confirmation For Benny AaaFitz

Review the information thoroughly before clicking "Continue" at the right of the screen.

### ELECTED BENEFITS

Plan Title	Employee Cost	Employer Cost
<b>Medical Insurance</b> BCBS PPO Employee Only <i>12 Deductions/Year</i>	<b>\$50.00</b>	<b>\$498.00</b>
<b>Dental Insurance</b> Waive <i>12 Deductions/Year</i>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Flexible Spending Account-Medical</b> \$0.00 <i>6 Deductions/Year</i>	<b>\$0.00</b>	<b>\$0.00</b>

To confirm, enter your initials at the bottom of the *Confirmation* page and click *Continue*.

### AGREEMENT

Please initial below to indicate agreement:

MT

**CONTINUE**

Return To Lights



Manage People

### STEP 8

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

## Congratulations!

You have successfully completed the enrollment process.

**PRINT YOUR CONFIRMATION STATEMENT**

**RETURN TO START**

To get a printer ready copy of your elections, [click here](#) and feel free to continue using SmartBen Essentials.

### STEP 9

It's time to review your Confirmation Statement! Carefully review your statement to ensure your benefit elections are accurate. Keep in mind, this Confirmation Statement is *only* a confirmation of your benefit elections. If carrier approvals (e.g., Supplemental Term Life/AD&D Insurance) are required, coverage will be subject to those requirements.

***Note: At any time during Open Enrollment, you can log back into SmartBen and make changes. Always remember to print a Confirmation Statement to serve as your confirmation of benefit elections.***