How to Complete Your NEW HIRE Enrollment

To begin your NEW HIRE Enrollment log into your Benefits Website at https://www.benefitsolver.com. Note if this is your first time logging in please refer to the Spring ISD First Time User Login Instructions.

After logging into your Benefits Website, feel free to review the Reference Center for plan information about all Benefits available to you before enrolling. Once you have reviewed the information provided, proceed to your enrollment by clicking Start Here at the top of the page.

Note you will have 31 days from your Date of Hire (physical start date) to complete your enrollment. The 31 days includes your date of hire.

After reading the Welcome Statement please Click Start Enrollment.
Next you will be prompted to complete any missing **Personal Information**. Please complete all required information including **Tobacco Use** and **Work Email**. If your Address or other information is incorrect, that you are unable to edit, in the benefit website, you will need to contact Spring ISD Benefits Office directly at benefitsandleaves@springisd.org.
Once your **Personal Information** is filled out Click **Next** to **Add Dependents**.

When Adding Dependents Click the **Add a New Dependent** button.

Note when adding dependents please fill out all Required Information. When you have completed adding all dependent information, please click **Next** at the bottom of the screen.

Please Note due to Federal Regulations under the Affordable Care Act, any spouse/dependent that you enroll in the medical coverage must have their legal name (as appears on their social security card) and social security number in the system for reporting and claim purposes. **ALL EMPLOYEES must Elect or Decline Medical coverage for themselves and their dependents!**

You can now begin enrolling in Benefits!
As a **NEW HIRE** you will have to **Elect or Waive** each benefit. If at any time you feel you need additional plan information you can click on the **Reference Center** in the top right corner of the screen.

If needed you can click **Previous** at the bottom left of the screen to go back to your previous elections to change. Please make sure all dependents are either covered or not covered by Clicking **Yes or No**, by scrolling to the bottom of every screen. Once you have Elected or Waived a Benefit Click **Next**.
Note some of the Benefits have **Eligibility Questions** or **Information** for you to Answer/Review. At the bottom of the election screen you will find the **Total Premium Amount** for your Elected Benefit.
At the end of your enrollment you will be prompted to fill out **Beneficiary Information**. If you wish to have a **Beneficiary** that is **NOT** listed in your dependents Click **Add Beneficiary**, please make sure to fill out all Required Information. The option to split the amount is available, but it MUST add up to 100% of the total benefit amount. Once your Beneficiaries are designated Click **Next** at the bottom of the screen.

You will then be asked to **Review and Approve** the Elections made and Dependents added. Note all of your Elections/Changes will be highlighted in Yellow. If you wish to make a change to your benefit selections Click **Edit** on the right side of the screen. Once completed Click **Approve** at the bottom.

Once you click Approve a final Confirmation screen will appear. By clicking **I Agree** you will be confirming your benefits for the current plan year. All Benefits, unless otherwise noted, will be **Effective the First of the Month following your Date of Hire**.

i.e hired 8-10-2016, benefits effective 9-1-2016
After Clicking I Agree you will receive a Confirmation Number. Please keep this number for your reference. If you like you can Click on Your Name in the top right corner to return to your Profile, see your Benefits Summary, or make an update to your Benefits.

Note you may make changes to your benefit elections at any time within your 31 day New Hire window. Simply log back into your Benefits Website www.benefitsolver.com to review your elections.