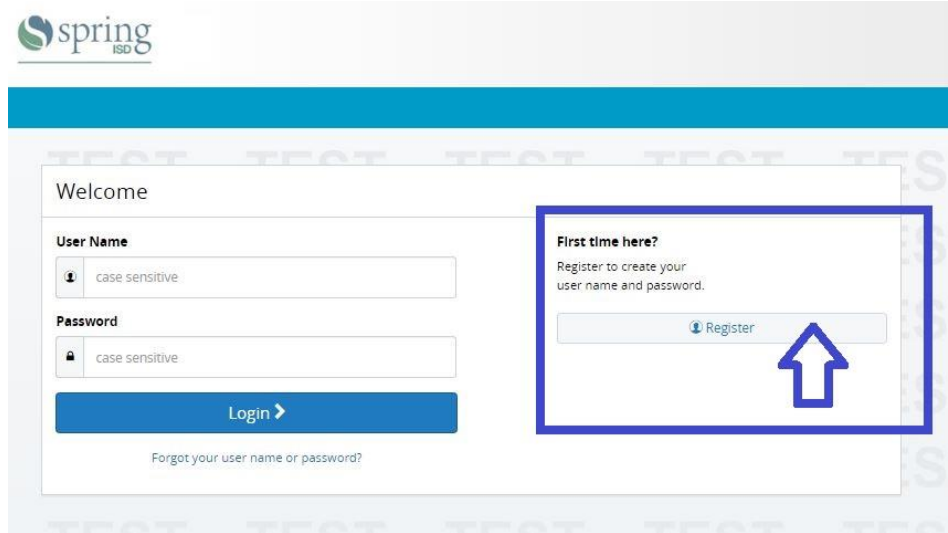


[First Time User Login Instructions](#)

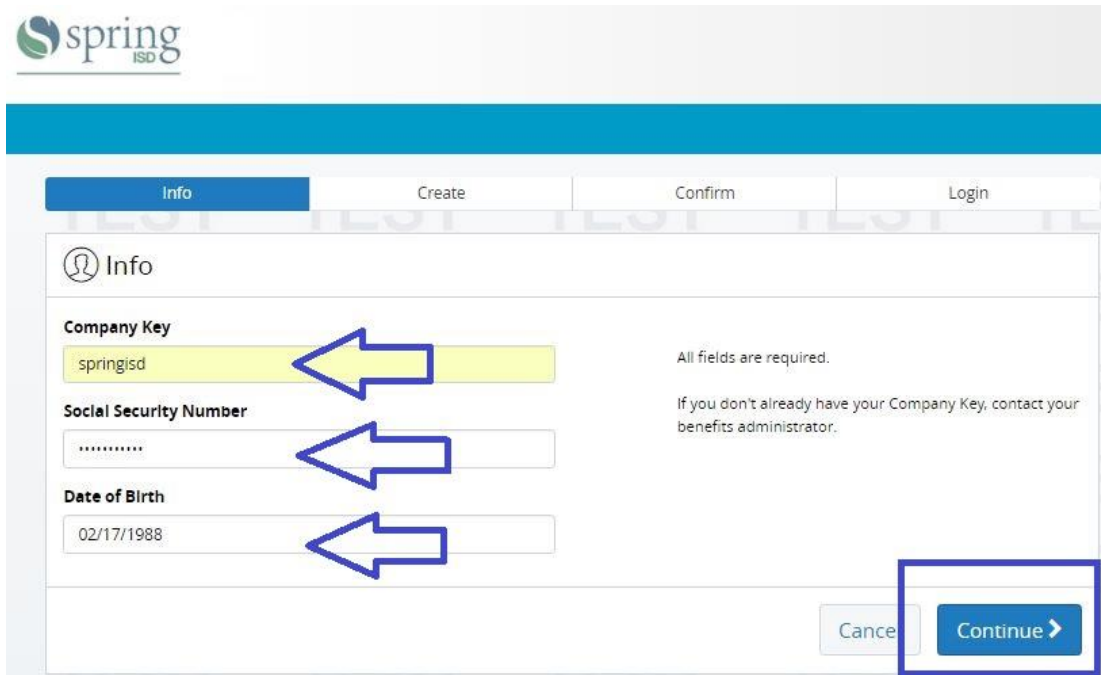
For first time user please visit the enrollment website at www.benefitsolver.com to **Register**.

As shown below **Click Register** to begin the process.



The screenshot shows the Spring ISD login page. On the left, there is a 'Welcome' section with 'User Name' and 'Password' fields, both marked 'case sensitive'. Below these fields is a blue 'Login >' button and a link for 'Forgot your user name or password?'. On the right, a box titled 'First time here?' contains the text 'Register to create your user name and password.' and a 'Register' button. A blue arrow points to the 'Register' button.

Once you have clicked the Register button it will prompt you to enter in Spring ISD's Company Key **springisd** (note all lower case, no spaces), your SSN, and Date of Birth (MM/DD/YYYY). Once this is completed please **Click Continue**.



The screenshot shows the registration page with the 'Info' step selected. It features three input fields: 'Company Key' (containing 'springisd'), 'Social Security Number' (with a masked field), and 'Date of Birth' (containing '02/17/1988'). Three blue arrows point to each of these fields. To the right, there is a note: 'All fields are required. If you don't already have your Company Key, contact your benefits administrator.' At the bottom right, there are 'Cancel' and 'Continue >' buttons, with a blue box highlighting the 'Continue >' button.

Next you will be able to create a User Name and Password for you login. Please make sure your password is at least 8 characters and contains no spaces. **Note: Your User Name, Password, and Answer to the Security question will be CASE SENSITIVE.**

The screenshot shows the 'Create Account' form with the following fields and instructions:

- User Name:** testemployee
- Password:** Masked with dots, strength indicator shows 'Strong'.
- Confirm Password:** Masked with dots.
- Security Question:** What is the name of your favorite pet?
- Answer:** Lok

Instructions on the right side of the form:

- Below you must create a User Name and Password. The User Name must not contain any spaces and be at least 8 characters long. If the User Name you have chosen is already in use, you will be instructed to choose a different one.
- The Password must also be at least 8 characters and contain no spaces. A combination of numbers and letters is **required** for your Password. In addition, please select a security phrase and complete the answer to this question in the space provided. This will be used if you forget your password and need assistance in recovering it.
- Note: Your User Name, Password, and Answer to the Security Phrase are case sensitive. You must enter your information in the correct case when accessing the site in the future.

Buttons: Cancel, Continue >

After you have confirmed your register, you will be prompted to Login for the first time. Remember your User Name and Password are case sensitive.

The screenshot shows the 'Welcome' login page with the following fields and instructions:

- User Name:** case sensitive
- Password:** case sensitive
- Buttons:** Login >, Register

Message on the right side of the form:

First time here?
Register to create your user name and password.

Forgot your user name or password?

Please read and accept the Electronic Signature Agreement as the final step in the register process.



Let's Get Started

Getting Started Details

Please read the following information. After you have read the information either accept or decline the agreement by clicking on the appropriate button below. If you agree, you will be directed to the next step. If you decline, you will be returned to the login page and will have to contact your benefits administrator to enter the system.

By clicking "Accept" below, I hereby consent to the use of Electronic Signatures as my formal acceptance of all electronic records covered by the Electronic Signature in Global and National Commerce Act of 2000 (ESIGA) which includes documents, forms, account applications, electronic trade confirmations, statements, agreements, and prospectuses. I also consent to receive certain employee benefit plan information through electronic media. I understand it may be necessary for me to inform the company if my email address changes or if I prefer to receive the communication at a different email address. I also understand that I may withdraw this consent at any time by completing a similar form stating I no longer consent to electronic communication. In addition, I understand that I may request a paper version of the electronically furnished documents free of charge if I am unsuccessful at printing the document.

Do you agree?

Yes No

Log Out

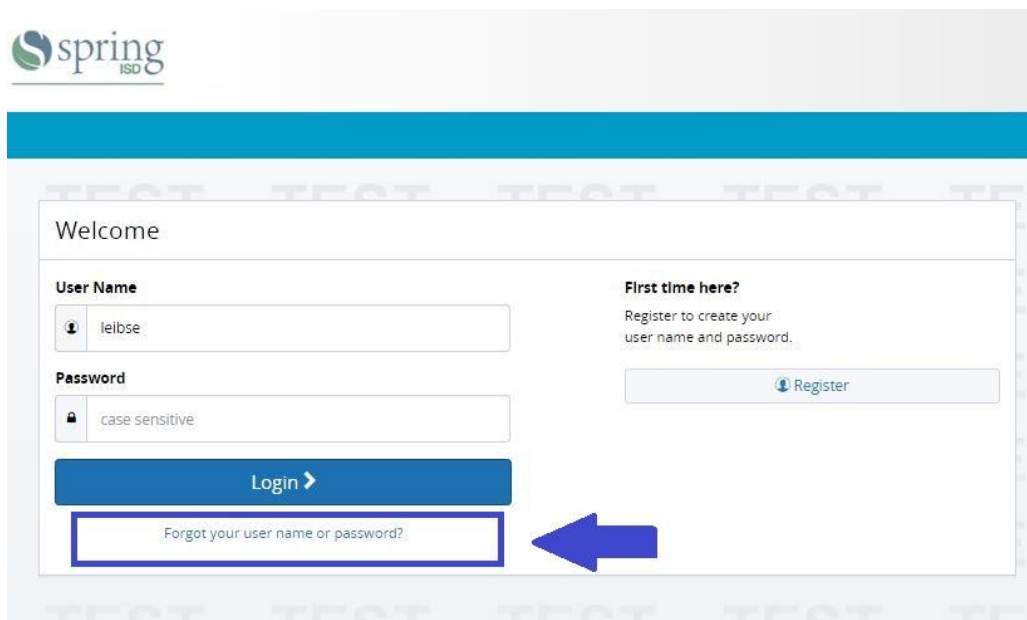
Continue >

Once this is completed you will have full access to your Benefits Site. Here you can find Plan Information, including necessary forms, and contact information for all of your vendors.

The screenshot displays the Benefits Site interface. On the left, a 'Reference Center' sidebar lists various plan information links, including Welcome and Benefits Booklet, Medical Plan Information, Hospital GAP Plan Information, Hospital Indemnity Plan Information, Dental Plan Information, Vision Plan Information, Critical Illness Plan Information, Cancer Plan Information, Disability Plan Information, Accident Plan Information, Group Term Life Information, Permanent Life Plan Information, Term Life Plan Information, Long Term Care Plan Information, Health Savings Account Information, Flexible Spending Account Information (FSA & DCA), and Legal Plan Information. On the right, a user profile section shows 'Welcome, Test' and 'My Profile' with a 'Benefit Summary' link. Below this is a 'Customer Service Contacts' section with a search bar and a grid of service categories: Benefit Advisor, Medical, Dental, Vision, Hospital Indemnity, Gap Insurance, Critical Illness, Cancer, Disability, Accident, Basic and Group Life, Term Life, Permanent Life, Legal Plan, Long Term Care, Health Saving Account, FSA and DCA, and Employee Assistance Program. At the bottom right, contact information for Spring ISD Benefits Manager Susann Overton and First Financial Contact Sr. Account Administrator John Brick is provided.

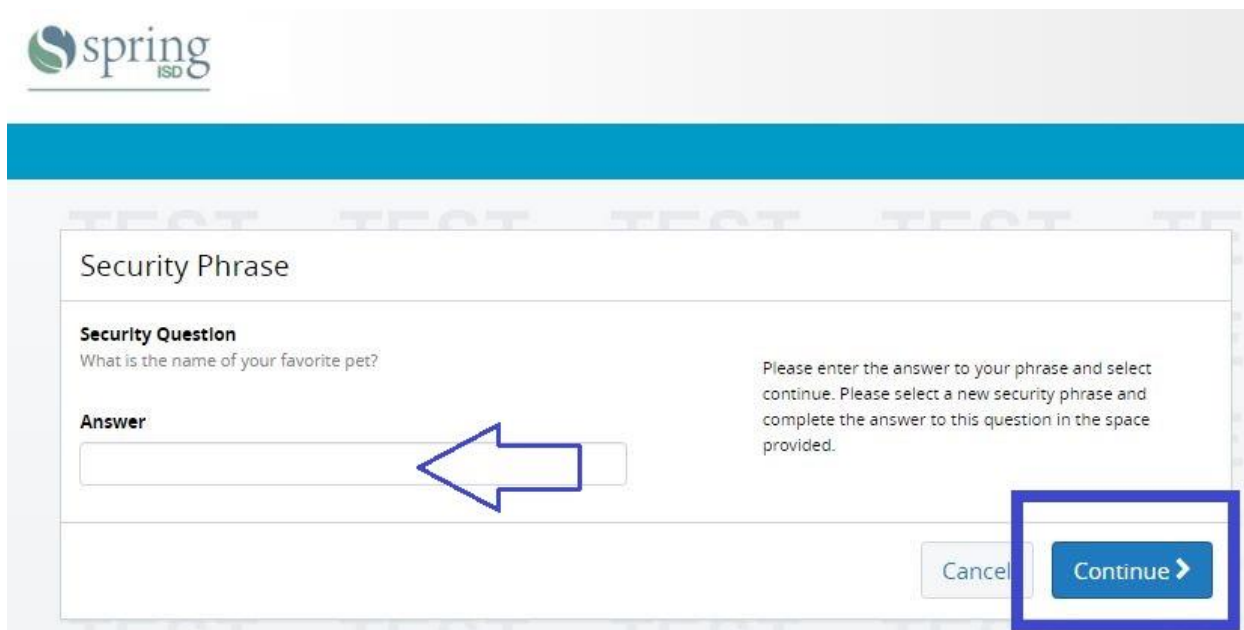
[Did you forget your User Name or Password?](#)

If at anytime you forget your User Name or Password, click on the [Forgot your user name or password](#) link below.



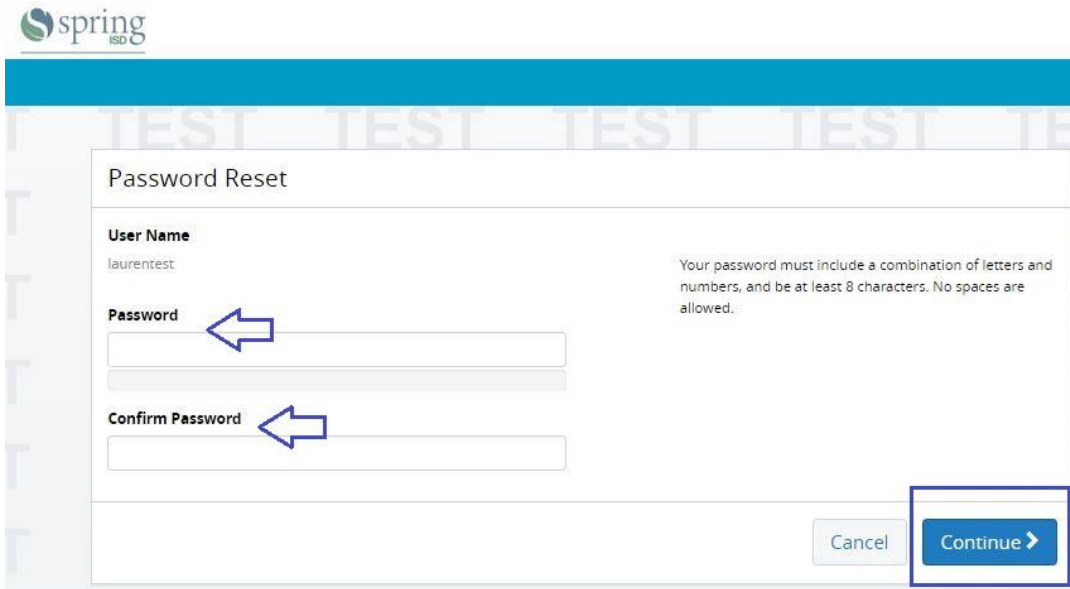
The image shows the Spring ISD login page. At the top left is the Spring ISD logo. Below it is a blue header bar. The main content area is titled "Welcome" and contains a login form. The form has two input fields: "User Name" with the text "lelbse" and "Password" with the text "case sensitive". To the right of the form is a "First time here?" section with the text "Register to create your user name and password." and a "Register" button. Below the form is a blue "Login >" button. At the bottom of the form is a link "Forgot your user name or password?" which is highlighted with a blue box and a blue arrow pointing to it from the right.

Once again you will be prompted to fill in Spring ISD's Company Key ([springisd](#)), your SSN, and Date of Birth (MM/DD/YYYY). Click [Continue](#) and your Security Question will appear. [Please remember your Security Question is case sensitive.](#) Once this is completed Click [Continue](#).



The image shows the Spring ISD Security Phrase page. At the top left is the Spring ISD logo. Below it is a blue header bar. The main content area is titled "Security Phrase" and contains a "Security Question" section with the text "What is the name of your favorite pet?". Below this is an "Answer" input field, which is highlighted with a blue box and a blue arrow pointing to it from the right. To the right of the input field is a text box with the instructions: "Please enter the answer to your phrase and select continue. Please select a new security phrase and complete the answer to this question in the space provided." At the bottom right of the form are two buttons: "Cancel" and "Continue >". The "Continue >" button is highlighted with a blue box.


Here you will be prompted to reset your Password, note your User Name is recovered. Please remember your Password must be at least 8 characters long, no spaces are allowed and is case sensitive. Once completed Click **Continue**.




spring
ISD

Password Reset

User Name
laurentest

Password 

Confirm Password 

Your password must include a combination of letters and numbers, and be at least 8 characters. No spaces are allowed.

Cancel **Continue >**

After your password is reset you will be automatically logged into your Benefits Website.