

Complete the On-line Enrollment Process

Beginning August 1, 2008, Lawrence Public Schools employees can enroll on-line for benefits for the Plan Year 2008-2009. An employee must enter the District's website in order to enroll in benefits for 2008-2009. **All employees** are required to sign onto the on-line enrollment site to participate in benefits. **Those wishing to waive benefits must also sign in and waive each benefit.**

Before you begin:

- ✓ Review the Benefits Booklet
- ✓ Locate your employee ID number (can be found on your badge, check stub, notice of deposit, or the label on the back of this Employee Benefit Program booklet.)
- ✓ Go to a computer with a **printer connection**

GET STARTED

Step 1 – Using your internet browser, go to the District website, www.usd497.org and press enter.

Step 2 – Position your mouse on the On-line Benefits Enrollment link and left click.

Step 3 – In the box labeled "Organization", **type in usd497 (lower case, no spaces)**. Press Enter.

Step 4 – In the box labeled "login", type your **employee badge ID** number (4-digits). This may be found on your ID badge, a check stub, or the label on the back of this Employee Benefit Program booklet.

Step 5 – In the box labeled "password", type your date of birth **using the format MMDDYYYY**

Example: 03021986.

Step 6 – Change your password for security purposes. Write you new password here:

_____ . **(You will need your new password later to conclude your enrollment, so go ahead and write it down)**

KEEP GOING

Continue to follow the on-line instructions to complete your benefits enrollment. If you are prompted to complete an application, follow the instructions provided. Print and return the insurance enrollment form(s) required by the Insurance Providers to the Payroll/Benefits Office, no later than May 23rd, 2008.

You may re-enter the on line enrollment between August 1, 2008 and midnight August 12, 2008 to make changes to your benefits for 2008-2009.

IMPORTANT

Print and retain the printable receipt (**confirmation page for your record**) and then click the logout button located on the bottom of the confirmation page to submit your enrollment. If you do not have this printed receipt/confirmation page, your benefits enrollment is not guaranteed. If you make any changes you **must** re-print this confirmation page so that benefit enrollment is updated for the change.

Be sure to carefully check the deductions when you receive your first paycheck/notice of deposit for the 2008-2009 Plan Year (September 10 for Classified Staff and September 19 for Certified Staff.) Pay stub deduction codes can be found on the Fringe Benefits section of the website. Notify the Payroll/Benefits office immediately following the first payroll if you feel your deductions are in error.

If you wish to make any changes, you can re-enter the system as many times as you like during the open enrollment period, using your **login ID and new password**. You simply need to navigate to the first page where you see the product tabs and click on the specific product(s) where you wish to make a change. Follow the selection process in that module and then you must confirm the new selection on the sub-confirmation page (found at the end of each product module). You can then navigate to the Benefit Summary page and finalize the changes that you made. You **must** then re-print the print receipt (confirmation page). (Each time you make changes in the system and confirm them, you'll receive a new confirmation number and date and time stamped receipt).