



Benefits Enrollment On-Line Instructions for New Employees

You must enroll for benefits on-line within 31 days of your date of hire. Enrolling on-line is easy and fast. You can access the on-line enrollment site from home or work through the Anne Arundel County Public Schools (AACPS) website at www.aacps.org. Employees not electing benefits must still log on, verify personal data, and select “waive.” You must obtain your AACPS e-mail user ID before you can enroll on-line (call the Help Desk at 410-222-5135 if you need this ID).

TO ENROLL IN YOUR BENEFITS:

Open the AACPS website (www.aacps.org), click on *Human Resources/Employment*, then *Benefits*, and click on the *On-Line Benefits Enrollment* link under *For New Employees*.

1 Enter your User ID. Must match your AACPS e-mail user name, without @aacps.org. (L. Yambor, enter as “lyambor”; J. Smith, enter as “jmsmith9”)

2 Enter your Password. Last four digits of your social security number.

3 Change your password. The first time you log in, you will be prompted to change your password and answer security questions. Write the new one down and keep for future reference.

If you log in in the future and forget your password, click on “*Forgot User ID/Password*” You will have to answer two security questions and provide your social security number and User ID to reset your password.

4 Click on *Enroll* link.

5 Check your personal information. Change on-line if necessary.

6 Enroll in your benefits. Follow all instructions. If you are not electing benefits, select “waive.”

7 Save your elections. Click on the *Submit* button to save your elections.

8 View your “Enrollment Summary.” Click on *View a printable enrollment summary in a new window* (allow Pop Ups if Pop Up is blocked.)

9 Print the Enrollment Summary. Click on the printer icon on the PDF document, or right click on the page and click “*Print*”.

10 Log off. After you log off, you may log back on to review your elections. If you wish to change your elections during your enrollment period, call Benelogic Customer Service or HR/Benefits and request that they re-open your site.

ADVANTAGES TO ON-LINE ENROLLMENT:

- Twenty-four hour access.
- The system guides you through the enrollment process.
- The system has filled in most of your personal data for you. You only need to complete information for dependents.
- You can review and compare benefits while you enroll.
- The system calculates your payroll deductions for you and allows you to compare different benefit and cost options.
- If you are interested in Voluntary Supplemental Life Insurance, download and complete the form or use the hard copy in your packet and send it to HR/Benefits along with the Self-Administered Beneficiary Designation form within 31 days of your hire date.
- If you are interested in Long-Term Care Insurance, access the link to Unum for more information and enrollment forms.
- You may also enroll in a Flexible Spending Account on-line. Simply specify the amount of your estimated annual contribution. Keep in mind the number of pays until the end of the year.
- You have access to additional information such as the Benefits Guide, provider directories, forms, and links to all of the insurance carriers.

BEFORE YOU ENROLL:

- Familiarize yourself with your options by reading your Benefits Guide, which you received at your new employee orientation and can also be viewed on-line, when you enroll.
- Have the following information available for yourself and your dependents (note that your spouse is considered a dependent):
 - Your user ID and password
 - Social security numbers
 - Dates of birth
- If you are selecting an HMO (BlueChoice or Triple Option medical plans, or UCCI dental) you will need to provide a primary care physician (PCP) code. You may research the different provider networks, by going to the AACPS website and selecting the appropriate carrier on the *Benefits* page, under *Healthcare*. Alternatively, you may click on the provider link (click on “*Select*”) while you are enrolling on-line, or you may contact HR/Benefits at 410-222-5221/5219.

ADDING DEPENDENTS:

Any dependents added will require either a copy of a birth certificate (for children under 26) or, for a spouse, a marriage certificate, plus most recent tax return or proof of joint ownership. This documentation must be scanned to the on-line “File Cabinet” under “Tools”, or sent to HR/Benefits within 31 days of date of hire.

IF YOU NEED HELP ENROLLING:

First, ask the on-line enrollment expert at your work location (e.g. Technology Support Technician). Other resources include:

- Telephone: Benelogic’s* Customer Service Line at 866-415-5556, 8:30 am–5:00 pm, Monday–Friday for all questions
- Telephone/ E-mail: HR/Benefits at 410-222-5219 or 410-222-5221 for benefits questions (benefits@aacps.org)
- Telephone: AACPS Help Desk at 410-222-5135 for password or log-in questions
- E-mail: Benelogic’s Customer Service Department at info@aacps.com (benelogic.com (also accessible from AACPS website))

* AACPS has partnered with the Benelogic company to provide benefits on-line enrollment.