



Enrollment Instructions for Employee Benefit Package

Go to: www.habershamschools.com

Click: 2018 Employee Benefits

STEP 1 – Green Button – Benefit Information

Hover over the My Benefits tab and click each individual heading for more information about each benefit. You will find plan details, documents, resources, videos, comparisons, and other helpful info.

Dropdowns include Basic Life and AD&D Insurance, Voluntary Life and AD&D Insurance, Whole Life Insurance, Short Term Disability Insurance, Long Term Disability Insurance, Critical Illness and Cancer Insurance, Vision Insurance, Dental Direct Reimbursement Plan, Health Care Flexible Spending Account (FSA), Dependent Care Flexible Spending Account (FSA), and the State Health Benefit Plan.

STEP 2 – Red Button – State Health Enrollment & Video Help

No action needed. Skip to Step 3, Blue Button.

STEP 3 – Blue Button – Voluntary Enrollment for Other Available Benefits

Voluntary Benefits include everything else: Dental, Vision, Whole Life, Short/Long Term Disability, Basic Life / AD&D, Voluntary Life / AD&D, Critical Illness and Cancer, Health Care & Dependent Care Flexible Spending.

First: Click the Blue “Voluntary Enrollment” button. Read User Name and Password info carefully. Then click “Enroll Here”.

Next: Click the “Welcome” link on the left side of the screen. You will be asked to verify your personal information and then verify your dependents information and your beneficiary information.

Next: Click the “My Benefits” link on the left side of the screen. Please review each individual benefit and make your choices. Once all benefits have been selected, scroll back to the top and click the orange “Finish Elections” button at the top right of the screen.

Be sure to print a copy of your benefit choices and keep with your records.

For Questions: Employee Benefits Call Center 1-844-268-0646