

FRANKLIN PIERCE SCHOOL DISTRICT

SEBB Benefits – How to Register and Enroll

Google Chrome is the preferred browser, but Edge, Internet Explorer, Firefox, and Safari will also work.

Step 1 – How to Create an Account

1. Visit [SEBB My Account](#) and click on the green Log into SEBB My Account button under Employee/Subscriber.
 - a. You will be directed to SecureAccess Washington (SAW) to create an account. Saw is the states single sign-on portal for external users and will keep your sensitive information secure.
2. Create a SAW Account
 - a. Click Sign Up
 - b. Enter your: name, personal email address, a username of your choosing, a password. (If you already have a SAW Account enter your username and password and skip to step 5.) Please write down your username and password and keep in a safe place.
 - c. Click the box to indicate you are not a robot.
 - d. Click the Submit button.
 - e. Follow the link to activate your account.
3. Check your email for a message from SAW.
 - a. Click on the confirmation link, then close the account-activated browser window that opened up and return to your original window.
 - b. Follow the instructions on the screen to finish setting up your account.
4. You will be redirected back to SEBB My Account.
 - a. Enter your: last name, date of birth and the last 4 digits of your Social Security Number.
5. Click Verify My Information.
6. Select your security questions and answers. You will be directed to the SEBB My Account dashboard.

Need help registering? Watch the [SEBB My Account training video series](#) for a walkthrough of how to register. You can also use the [SEBB My Account User Guide](#).

You have 31 days from your start date to enroll in your benefits. Enrollment must be completed online. If you do not complete the online enrollment within the 31 days your coverage will be defaulted to UMP Achieve 1 medical (\$33 monthly premium), and you will be charged an additional monthly \$25 tobacco use premium surcharge, Uniform Dental Plan and MetLife vision. You will have coverage for yourself only and your dependents will not be covered under any of your plans. If you are automatically enrolled, you cannot change plans or enroll your eligible dependents until the next annual open enrollment unless you have a special open enrollment event that allows the change.

Step 2 – How to Enroll in Benefits

1. Add your dependents
 - a. Enter your dependent(s) information. You will need their Name & Social Security Number. If you are not adding dependents, you can skip to step 3.
2. Verify your dependent(s)
 - a. Upload documents to verify your dependents' eligibility. [Acceptable Documents](#) are available through a link on the page. Your documents must be verified by payroll before their coverage can become active. However, you can complete steps 3 and 4 prior to your dependent's being verified.
 - b. If you are unable to upload documents online, you can provide paper documents to the payroll office.
3. Attest to the premium surcharges
 - a. Answer a series of on-screen questions to determine whether you will be charged the [\\$25 per-account tobacco use premium surcharge](#) and, if applicable, [the \\$50 spouse/state registered domestic partner coverage premium surcharge](#), in addition to your monthly medical premium.
 - b. Click OK for each attestation.
4. Select your plans.
 - a. You can follow a link to [ALEX, the online benefits advisor](#), to learn more about which plans might best fit for you. Select the plans by checking the box next to the medical, dental and vision plans you want to enroll in. Note: If you have other employer-based medical coverage, TRICARE, or Medicare, you can [waive SEBB medical coverage](#).
 - b. Scroll to the bottom of the page and select which plans you want your dependent(s) enrolled in.
5. You will be automatically enrolled in the employee paid life insurance and long-term disability. To purchase additional supplemental life insurance or long-term disability insurance use the Supplemental Coverage tab.