

## Palo Alto Unified School District Online Benefits Enrollment is easy with BenefitBridge!

### Need Help?

For all questions related to your benefits, please contact your employer's benefits administrator. For BenefitBridge technical assistance *only*, please contact BenefitBridge Customer Care at 800-814-1862; Mon – Fri, 8:00 AM – 5:00 PM, PST or email [benefitbridge@keenan.com](mailto:benefitbridge@keenan.com)

### Here's what you can do on BenefitBridge:

- View Current Plan Year Benefits
- Compare Plan Options
- Enroll in Benefits
- Resource Center: Health Insurance Basics, Medicare, Glossary, Media Resources
- Add or Remove Dependents/Beneficiaries
- Message Center
- Update My Account Info
- Available 24/7 via the Internet

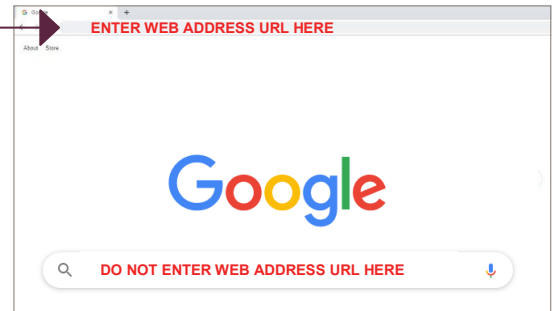
## Registration and Login

### Already have login credentials?

1. Login to **BenefitBridge** at [www.benefitbridge.com/paloaltousd](http://www.benefitbridge.com/paloaltousd)
2. Forgot your Username or Password? Click on **"Forgot Username/Password?"**
3. Please add or update your email address to receive an email confirmation of your enrollment approval.

### Need to create login credentials?

1. In the **address bar**, type [www.benefitbridge.com/paloaltousd](http://www.benefitbridge.com/paloaltousd) (Not in the Bing, Google, Yahoo search engine field)
2. Click the **Enter** key, then follow the instructions below to register:
  - **STEP 1:** Select **"Register"** to Create an Account
    - **You will need to create an account using your first and last names as they appear on your payroll statement.**
  - **STEP 2:** Create a **Username and Password**
  - **STEP 3:** Select a picture, as instructed
  - **STEP 4:** Select **"Continue"** to access **BenefitBridge**



## Enrolling in Benefits

Access your enrollment via the **"Make Changes to My Benefits"** button

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