This guide outlines how to enroll within Benefitfocus, SoWashCo Schools benefit administration platform. Before you log on, make sure you have the following handy:

- ClassLink login information
- Names, social security numbers and birth dates for your dependents and beneficiaries (if you are adding new dependents or have not completed your beneficiary information in the past)
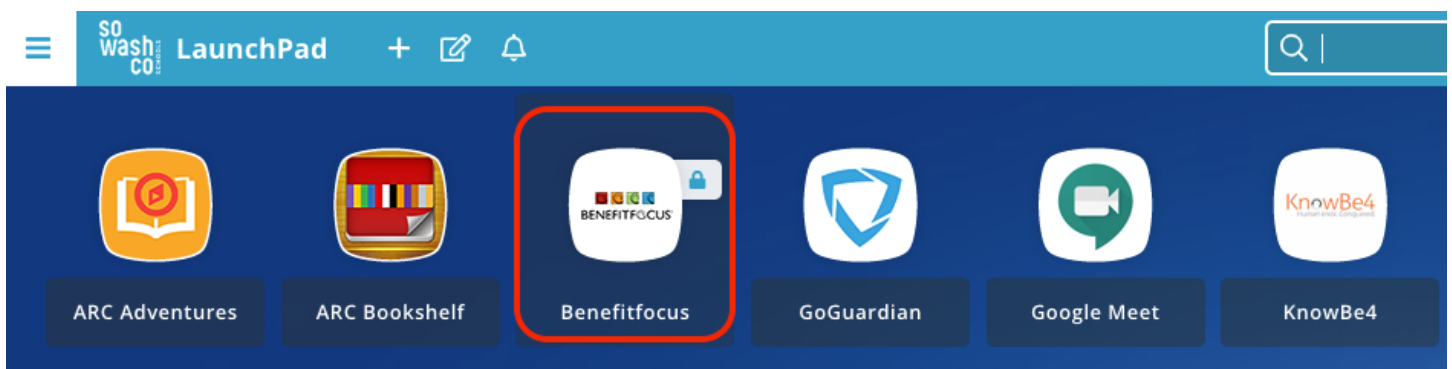- A thorough understanding of the plans being offered

How to Enroll

1. Begin at https://www.sowashco.org/ select the **Staff** dropdown menu at the top right of the page. Select and log in to **ClassLink.**

   NOTE: For assistance with ClassLink, please contact IT at 651-425-3000.
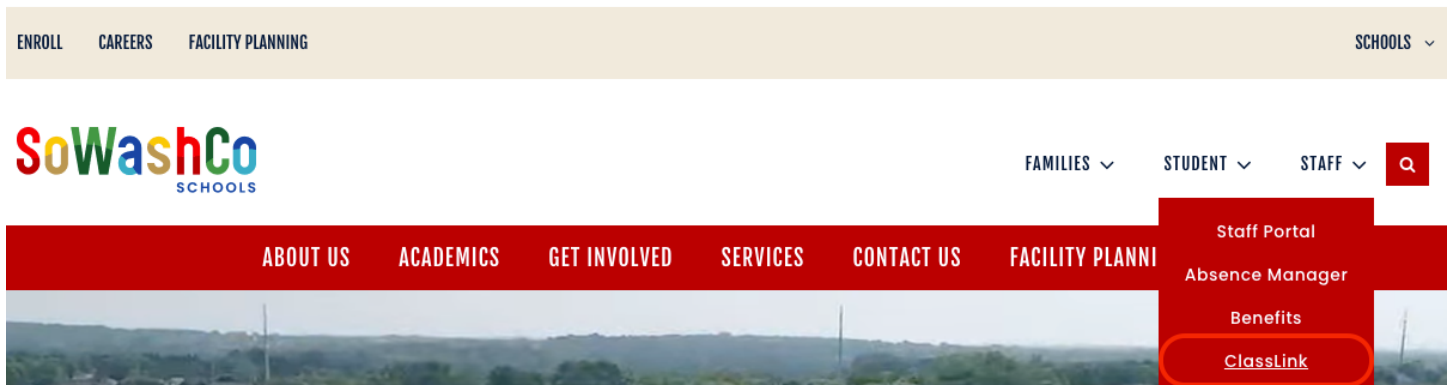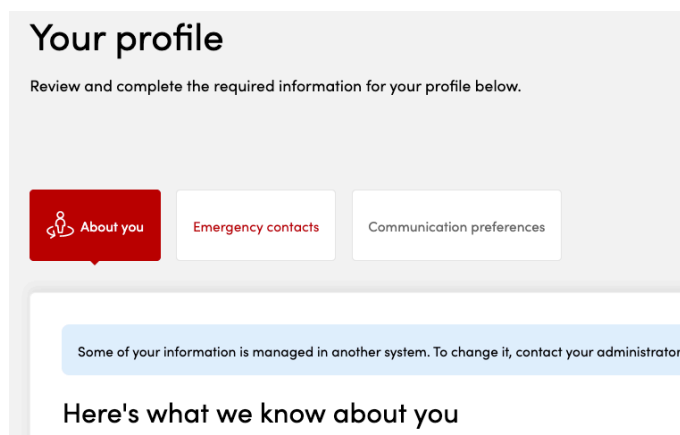

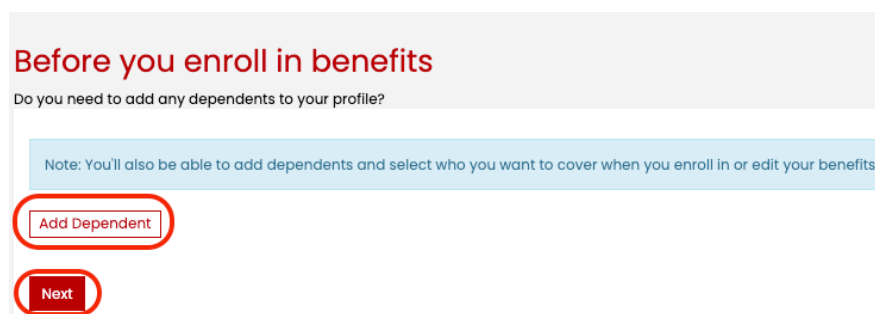2. From the ClassLink LanchPad, click the Benefitfocus icon.

3. Once logged in, you will see a personalized welcome page. To begin the enrollment process, click the **Get started**.

Benefitplace **SoWashCo**

WELCOME!

Before you begin, make sure you have the following information:
- Names, social security numbers and birth dates for your dependents and beneficiaries
- A thorough understanding of the benefits offered

Show more

Get started >
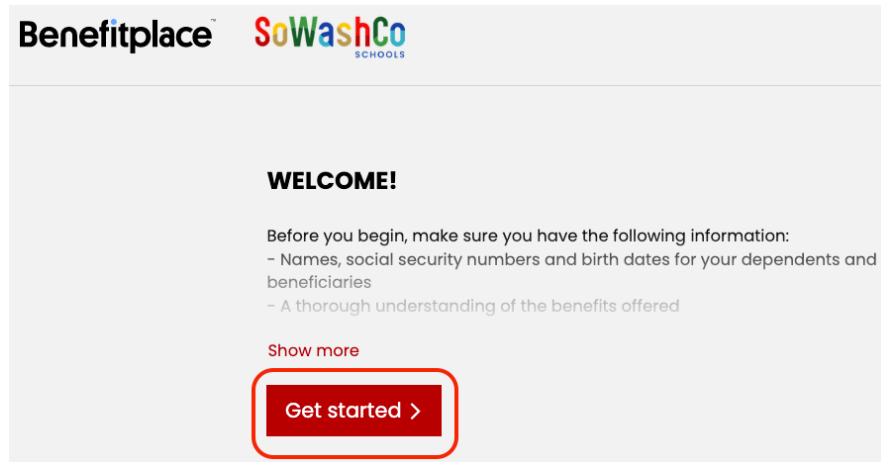
4. Next, you will see a profile screen with your demographic and contact information. Please review it carefully. Reach out to the benefits team if changes need to be made. After you have reviewed each section, select **Continue to next step.**

Your profile

Review and complete the required information for your profile below.

About you   Emergency contacts   Communication preferences

Some of your information is managed in another system. To change it, contact your administrator.

Here's what we know about you

5. If adding a dependent, click **Add Dependent** or choose **Next** if you do not need to add any dependents. If you select **Add Dependent**, you will be prompted to add their details on the next screen.

Before you enroll in benefits

Do you need to add any dependents to your profile?

Note: You'll also be able to add dependents and select who you want to cover when you enroll in or edit your benefits.

Add Dependent

Next

6. When adding a dependent(s), required fields will be marked with a red asterisk. It is recommended to include their social security number. Once you have entered this information, click **Save** to return to the list of dependents. Click **Add Dependent** to add another dependent or click **Next** to move forward.

   NOTE: Adding dependents requires an additional step of submitting documentation to confirm eligibility. You will be asked to upload documents later in the process.

   Add Dependent

First Name *	Middle Name	Last Name *

   Suffix
   ---Please Select---

   Preferred Name

   Date of Birth *

   Gender *
   ○ Male ○ Female

   SSN

   Relationship *
   ---Please Select---

   Physical Address
   ☑ Use Employee Address

   [Save] [Save & Add Another] Cancel

7. After you have entered dependent information, you will move on to benefit enrollment. You will not be able to submit your enrollment until you have made a decision on all the benefit plans. It's best to follow the numbered benefit plans in order.

8. Beginning with medical coverage, select **Begin enrollment** to review the plan options or **Decline coverage** to opt out of plan coverage. Be sure to review your options carefully. Confirm you have the correct dependents selected on the left side of the page – if they're highlighted in green with a checkmark, you are enrolling them in the coverage, too.

1. Choose your Medical coverage

Begin enrollment   Decline coverage
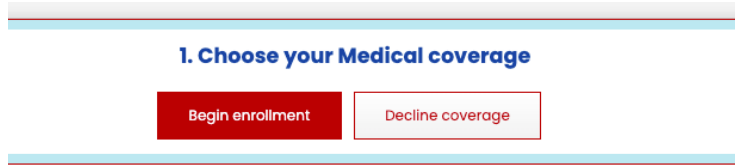
- The image below indicates both the employee and dependent are enrolled in coverage.

Who do you want to cover on this plan?

✓ Brittani BeaTes...   ✓ Dependent Test
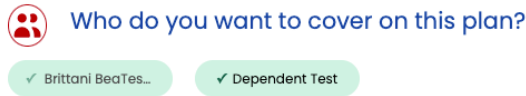
- The image below indicates only the employee is enrolled in coverage.

Who do you want to cover on this plan?

✓ Brittani BeaTes...   Dependent Test

9. As you complete sections, review the coverages you have elected and select **Edit** to make any changes. After reviewing all elections, click **Save**.

Save   Cancel
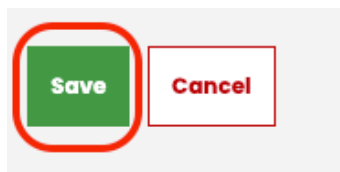
10. Next, you will be directed back to the summary page. Select **Begin Enrollment** under each plan option to make your elections. Select your coverage and dependents for each plan. Once you have enrolled in the coverage or you have declined coverage, the blue highlight is removed and you are able to continue.

4. Choose your Dental coverage

Begin enrollment   Decline coverage
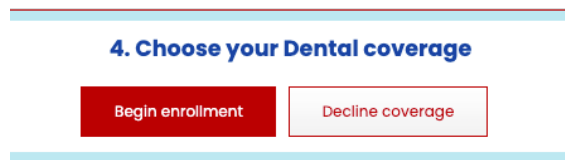
11. Continue down the page reviewing your coverages and making decisions on blue highlighted plans, until you reach the bottom of the page.

12. Once you have made all your elections and reviewed them, click **Complete Enrollment** when you are ready to submit.

Complete Enrollment
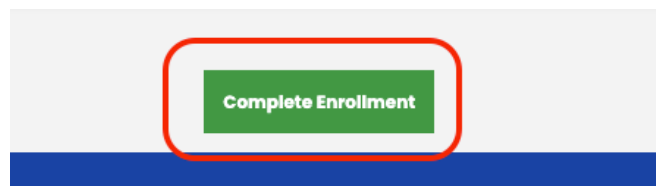
13. You will then see a pop-up that confirms you have completed your enrollment. On this page, you can make changes or print a **Benefit Detail Report**. To end the enrollment process, choose **Continue to next page.** You have successfully completed enrollment!

    NOTE: Benefit reports with your elections will be available under the Benefits dropdown within Benefitfocus. Please review the reports and retain a copy for your records.