

New Retiree Benefits Enrollment Instructions

SmartBen is our on-line enrollment tool. The site is accessible via the Internet at fhdschools.smartben.net and can be accessed 24 hours a day, seven days a week.

You must enroll no later than 12 months from the last day of active employee status. Failure to enroll within the set time frame will forfeit your right to enroll in retiree coverage.

- Step 1: If you want to enroll a spouse or dependent, you will need the following information for all dependents you wish to newly enroll:
Name SS# Date of birth
- Step 2: Log on to fhdschools.smartben.net Your user name is capital FH followed by your 5 digit employee ID number without the added "1" at the beginning from Skyward (FHXXXXX). Your password may be your date of birth entered as a string of numbers in the following format (MMDDYYYY). If you have password issues, **please follow the SmartBen reset password option and follow their prompts.**
- Step 3: Life Event Enrollment will be listed under Benefits Enrollment. Please click on the "Begin Enrollment" button. Then Click on the pencil titled Life Event Enrollment.
- Step 4: Choose your Event Type. Drop down the right hand arrow and **check the box next to the "Other" option.** Then fill in the Life Event Date (the 1st day of the month that you want coverage to begin, **or todays date if it will not accept a future date.** This will be reviewed and approved by the benefits office if it needs to be adjusted.) add a comment "Retiree Initial Election". Enter your initials & click the green Continue button. **hint - you may have to click off of the box where you entered your initials for the continue button to light up green.**
- Step 5: You will see a summary of the benefits for which you are eligible. Click through each category that you need to revise/elect and make your elections. Once you click "enroll" you will be brought back to the summary page.
- Step 6: When you click on a benefit, you must then scroll to the grey box on the right side that asks **"Who's Being Covered?"**. Select what applies by clicking on the circle to the left of the option. Then click the blue Select button under the plan that you wish to elect. Next, Click the green Continue button on the right of the screen.
- Step 7: Select dependents if applicable, then Continue. Answer the questions on the next screen. If you wish to have your earnings held pre-tax then answer "yes" to the question *"Do you plan on receiving earnings from the District?"* and "yes" again to *"Do you want your health insurance premiums to be withheld pretax from your District earnings?"* After answering all of the questions, click the green Continue button.
- Step 8: Repeat this process from Step 6-8 until you are finished electing. This should bring you back to the screen where you see the green dots next to each benefit you have selected. Review your details and if all looks correct, click the green Continue button. Continue again.
- Step 9: SmartBen may ask you to update your personal information. If so, click through the prompts, review, and update any address or personal information it is asking for.
- Step 10: Be sure to review your elections on the next screens and click on the green Complete Enrollment button. This will then give you a *click here* link on the middle of the next screen. **It is each retiree's responsibility to print a confirmation summary of your elections.** Enrollment summaries will not be provided during tax time and you may need them to file your taxes. Next you may click the Return Home button.

At any point throughout the plan year you can log-in to SmartBen and click "View Enrollment Confirmation" under "MY BENEFITS" to see your current elections.

If you experience any problems, please contact the FHSD Benefits Office at benefits@fhdschools.org.