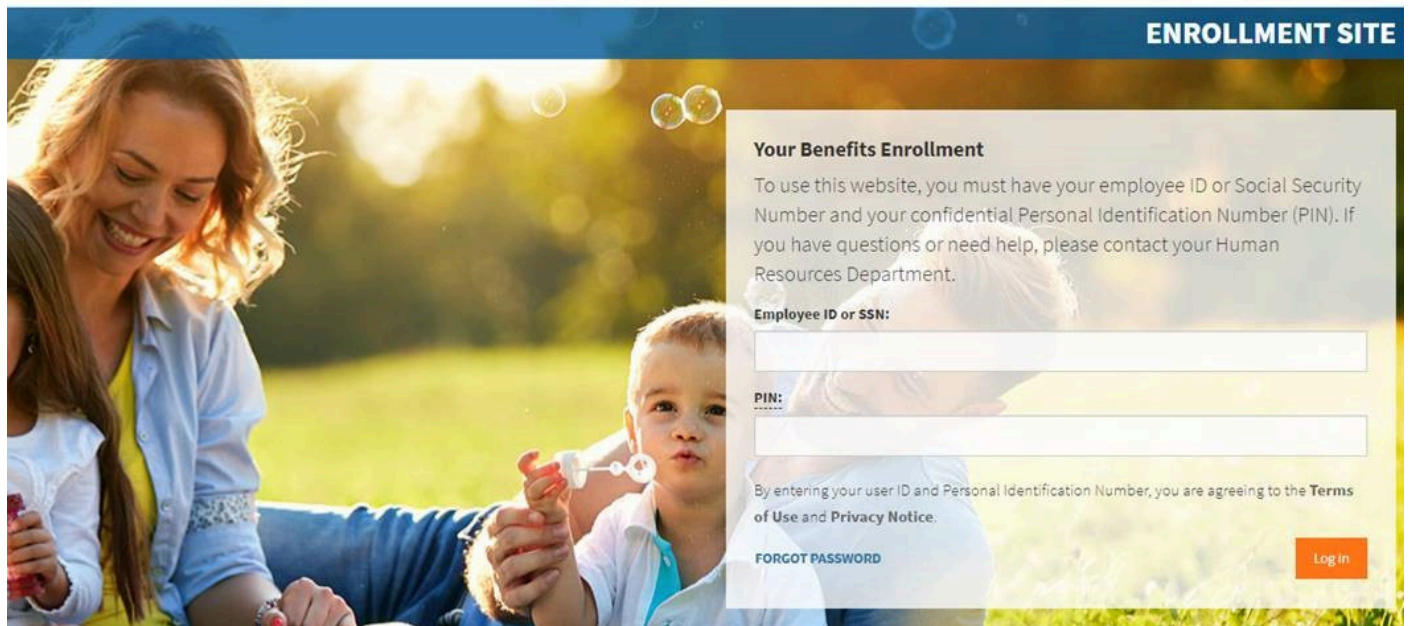


# HOW TO ENROLL

## BENEFITS ENROLLMENT PORTAL - THE BEACON



### Step 1 - LOGIN PORTAL

- Go to: <https://app.thebenefitsbeacon.com/PearlandISD>
- Under User ID: Enter your Employee ID or SSN
- Under PIN: Enter last 4 of SSN and the last two of your birth year



For assistance, please contact BEACON at 888 - 591 - 0899



### Step 2 - REVIEW PERSONAL INFORMATION

- Review and update your personal and dependent information.



### Step 3 - REVIEW PLAN OPTIONS AND MAKE ELECTIONS

- Complete the "Decision Support Tool," a support tool that provides recommendations based on unique needs of you and your family.
- Elect or decline each offer of coverage for you and your family.



### Step 4 - SIGN AND APPROVE ELECTIONS

- Sign and approve benefit elections.
- review ALL elections within the Confirmation Statement for accuracy.