

# New Hire Enrollment System Instructions

You have 30 days from your hire date to complete your new hire enrollment.

## ONLINE ENROLLMENT

### Step 1:

Click the Enrollment icon from your PSDKey Dashboard.



### Step 2:

Click on the **"Start Your Enrollment"** button to begin the enrollment process.

### Step 3:

You will be taken to your employee information screen. Verify that the information shown is correct and enter your County of residence before continuing.

**Note:** Should a correction need to be made to your personal information, proceed with your enrollment and once complete, email [nfoster@penridge.org](mailto:nfoster@penridge.org). Your updated information will link to the Benefits Website automatically.

Check the **"I agree"** box and click the **"Continue"** button to continue.

### Step 4:

After you click on **"Continue"** you will automatically go to the **"Family Information"** screen to add/review your dependent information. If you do not have any family members to add, Check the **"I agree"** box and click the **"Continue"** button.

To add a dependent, click on **"Add Dependents"** and complete all of the required fields (\*). To review information for a family member listed, click on the edit link beneath their name.

Click on **"Save & Continue"** or **"Save & Add Another"** at the bottom of the page.

Once you have added all of your dependents, check the **"I agree"** box and click the **"Continue"** button.

### Step 5:

Your enrollment will begin with Medical. To review the plan options available, select the **"View Plan Options"** button. Select any dependents you wish to cover under the plan and click the **"Continue"** button.

**Note:** Your dependents will be listed if you added them in the Family Info section. If your dependents are not listed, click on **"Add Dependents."**

Make your election by clicking on **"Select"** or **"Waive."**

Once you have completed your medical enrollment, continue through the remaining available benefits. The icon to the left of each plan will turn green once a selection is made. Once you have made a selection for each benefit click **"Continue."**

#### **Step 6:**

If applicable, complete your Beneficiary Information, click **"Continue."**

#### **Step 7:**

**Review Elections and Agree** – Review the elections you have made for the current plan year. After you have read the agreement language, click the **"I agree"** box and then **"Complete Enrollment."**

- **Evidence of Insurability Form** – If you newly elected a benefit that requires Evidence of Insurability, complete an Evidence of Insurability Form, which will pop up during your enrollment. When the carrier approves the requested amount, the system will be updated, and the new coverage amount will be reflected on your confirmation statement and in your paycheck.

**Reminder:** You can access the StreamLink enrollment system anytime during your new hire enrollment window to review or make any changes to the benefits offered.

#### **Step 8:**

**Enrollment Complete** – You will be taken to your confirmation statement displaying the elections you have made for the current plan year. It is recommended that you send yourself an email confirmation of your benefit elections. If you do not see the option to send an email, it means you do not have an email address listed under the address information section.

Remember to click on the **"Log Out"** button, located at the top right corner of the screen, when you are finished.

**Congratulations, you have completed your Penridge School District Online Benefits**

**Enrollment!**

#### **QUESTIONS**

If you have benefits questions, please email at [nfoster@penridge.org](mailto:nfoster@penridge.org).

**Important:** You can access the StreamLink system from any computer with internet access. The system is available 24 hours a day. Security of the StreamLink site can be verified by clicking on the secure seal on the bottom of the login page.

