

Open Enrollment System Instructions

Open Enrollment begins May 21, 2024, and ends June 2, 2024. Benefit elections will NOT be accepted after June 2, 2024. All elections made during this period will be effective July 1, 2024.

ONLINE ENROLLMENT

Step 1:

Click the Open 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 openenrollment@pennridge.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 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.

 **Medical and Prescription Drug** Your Co:

PLAN [Medical PPO 20](#) / [Independence Blue Cross \(Pennsylvania\)](#) / [View plan details](#)

COVERAGE [Employee](#)

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 2024-2025 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 the open enrollment window, May 21st – June 2nd, to review or make any changes to the benefits offered.

 **Your enrollment is complete!**

 You may make changes to your elections until: **June 2, 2024**

Your open enrollment is complete.

Step 8:

Enrollment Complete – You will be taken to your confirmation statement displaying the elections you have made for the 2024-2025 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 Pennridge School District Online
Benefits Enrollment!**

QUESTIONS

If you have benefits questions, please email at openenrollment@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.

