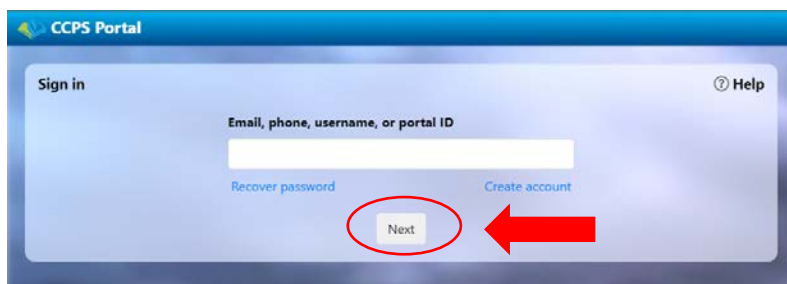


Accessing the CCPS Portal

1. Open your CHROME browser. Chrome  is the preferred browser.
2. Visit <https://portal.collierschools.com/>
OR
Visit the District Website and click on CCPS Portal on the top of the page.

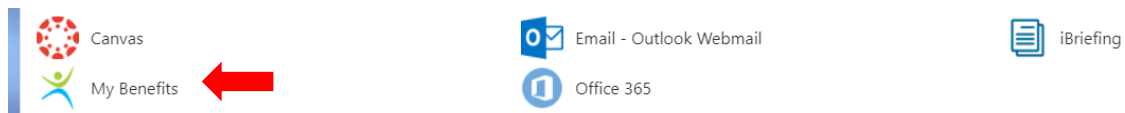


3. Enter your **CCPS network** username. ****If you have issues logging in or need to reset your password contact the helpdesk at 377-0445 or via email at HelpDesk@collierschools.com****
4. Click Next.
5. Log in using your CCPS network username and password.



Starting Your Life Event

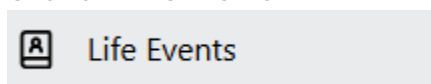
Click on “My Benefits”



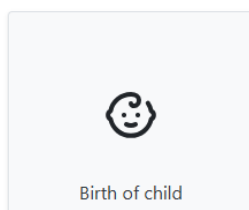
1. Click on Life Events



2. Click on “Life Events”



3. Click on your Life Event – Birth of child



4. Add your newborn child by clicking on the “**Add Newborn**” button. Enter the child’s name, DOB, SSN (if available), relationship, and gender then click “**OK**”

The image shows two parts of a web interface. On the left, a box titled 'Newborns' with a baby icon contains the text 'Let's start by adding any newborns you'd like to include.' Below this text is a button with a person icon and the text 'Add Newborn', which is circled in red. On the right, the 'Add Person' form is displayed. It has fields for 'First Name: *', 'Middle Name:', 'Last Name: *', 'Date of Birth: *' (with a calendar icon), 'SSN:', 'Relationship: *' (with a dropdown menu 'Select Relationship'), and 'Gender: *' (with a dropdown menu 'Select Gender'). At the bottom of the form are two buttons: 'OK' and 'Cancel'.

5. If you need to add another newborn, click again on “**Add Newborn**”
6. Answer the spouse disclosure question for the Dual Spouse Plan eligibility then Click “**NEXT**”

The image shows a section titled 'Spouse' with a person icon. Below the title is a question: 'Is your spouse employed by CCPS?'. Underneath the question are two radio buttons: 'Yes' and 'No'.

7. Review the requested medical plan, including your per pay premium and dependent(s). Your newborn child should have been added automatically

The image shows a box with a blue header that says 'Requested'. Inside the box, it says 'Employee + 2 Children'. Below this, it shows the premium: '\$177.82/pay (9 pays)' and '\$1,600.35/year'. There is a blue information icon (i) in the bottom right corner of the box.

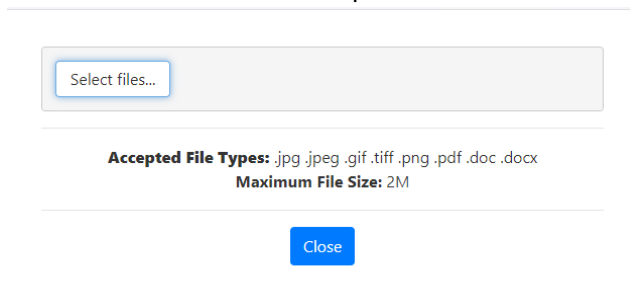
- o Under this life event you may add other eligible dependents (Spouse or Children). Select the new plan (if applicable) and the other dependents

- Review and modify any other benefits eligible for changes under this life event listed on the left-hand side menu



- Upload required dependent documentation under the **Documents** page

- Click **“Upload File”**
- Click on **“Select Files”** to upload document then click **“Close”** then click **“Next”**

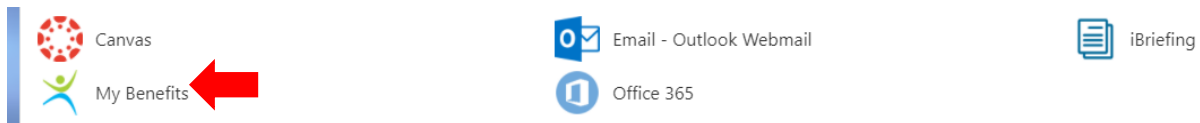


- Review your elections on the **Summary** Page and click **“Submit”**



To Upload Documents After Life Event is Submitted

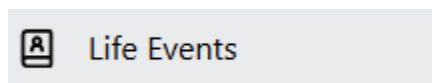
- Go to your CCPS Portal and click on “My Benefits”



- Click on Life Events



- Click on **“Life Events”**



4. Scroll down to **Your Life Event** and click on the red exclamation icon to upload the required dependent document(s) and/or SSN

		Life Event Type	Life Event Status	Created At ↓	Start Date
		Birth of child	In Review	08/23/2024 9:36:13 AM	08/20/2024



Missing items:

Missing Birth Certificate

Upload

Test Test - Missing Social Security Number

Update

Continue