

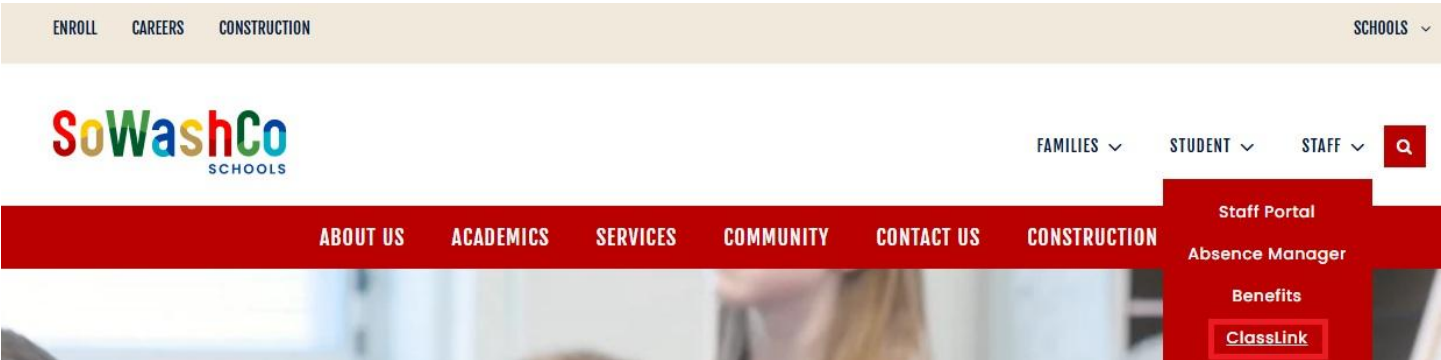
This guide outlines how to enroll within Benefitfocus, the benefit administration platform for SoWashCo Schools. Please have the following ready before you begin:

- ClassLink login credentials: you will need these to log in.
- Dependent and beneficiary details: if you are adding new dependents or updating beneficiaries, you will need their full names, social security numbers, and dates of birth.
- Plan research: we recommend reviewing the available benefit options on the Benefits Page in the Staff Portal ahead of time so you can make informed decisions.

How to Enroll

1. Begin at <https://www.sowashco.org/> select the **Staff** dropdown menu at the top right of the page. Select and log in to **ClassLink**.

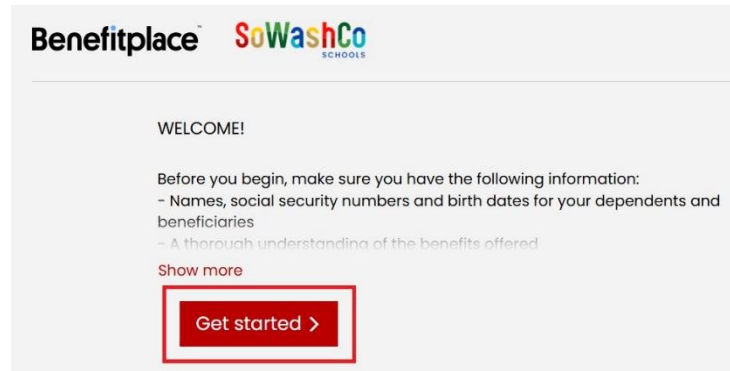
NOTE: For assistance with ClassLink, please contact IT at 651-425-3000.



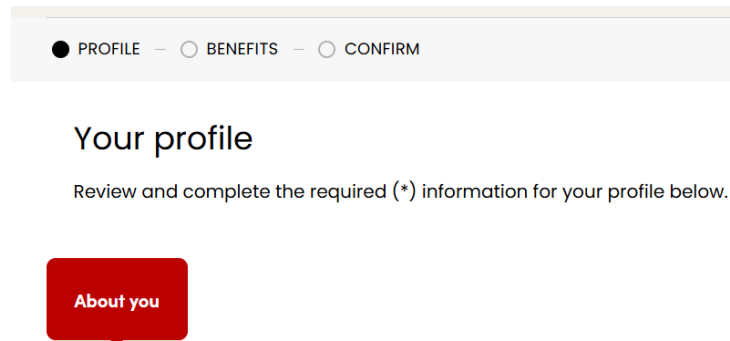
2. From the ClassLink LanchPad, click the Benefitfocus icon.



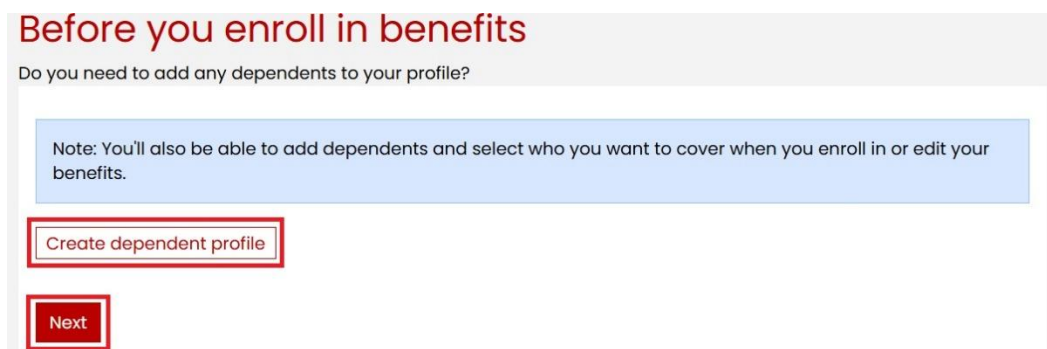
- Once logged in, you will see a personalized welcome page. To begin the enrollment process, click the **Get started**.



- Next, you will see a profile screen with your demographic and contact information. Please review it carefully. Reach out to the benefits team if changes need to be made. After you have reviewed each section, select **Continue to next step**.



- If adding a dependent, click **Create dependent profile** or choose **Next** if you do not need to add any dependents. If you select **Create dependent profile**, you will be prompted to add their details on the next screen.



- When adding a dependent(s), required fields will be marked with a red asterisk. It is recommended to include their social security number. Once you have entered this information, click **Save** to return to the list of dependents. Click **Create dependent profile** to add another dependent or click **Next** to move forward.

NOTE: Adding dependents requires an additional step of submitting documentation to confirm eligibility. You will be asked to upload documents later in the process.

Add Dependent

First Name *

Middle Name

Last Name *

Suffix

Preferred Name

---Please Select---

Date of Birth *

Gender *

☐ Male
 ☐ Female

SSN

Relationship *

---Please Select---

Physical Address

☒ Use Employee Address

Save

Save & Add Another

Cancel

- After you have entered dependent information, you will move on to benefit enrollment. You will not be able to submit your enrollment until you have made a decision on all the benefit plans.
- Beginning with medical coverage, select **Begin enrollment** to review the plan options or **Decline coverage** to opt out of plan coverage. Be sure to review your options carefully. Confirm you have the correct dependents selected – if they're highlighted in green with a checkmark, you are enrolling them in the coverage too.



Medical

Helps cover the cost of medical and surgical expenses.

Decision required

Would you like Medical coverage?

Begin enrollment

Decline coverage

- The image below indicates both the employee and dependent child are enrolled in coverage.



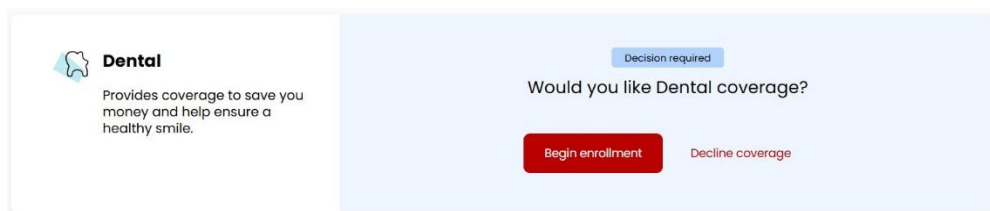
- The image below indicates only the employee is enrolled in coverage.



- As you complete sections, review the coverages you have elected and select **Edit** to make any changes. After reviewing all elections, click **Save**.



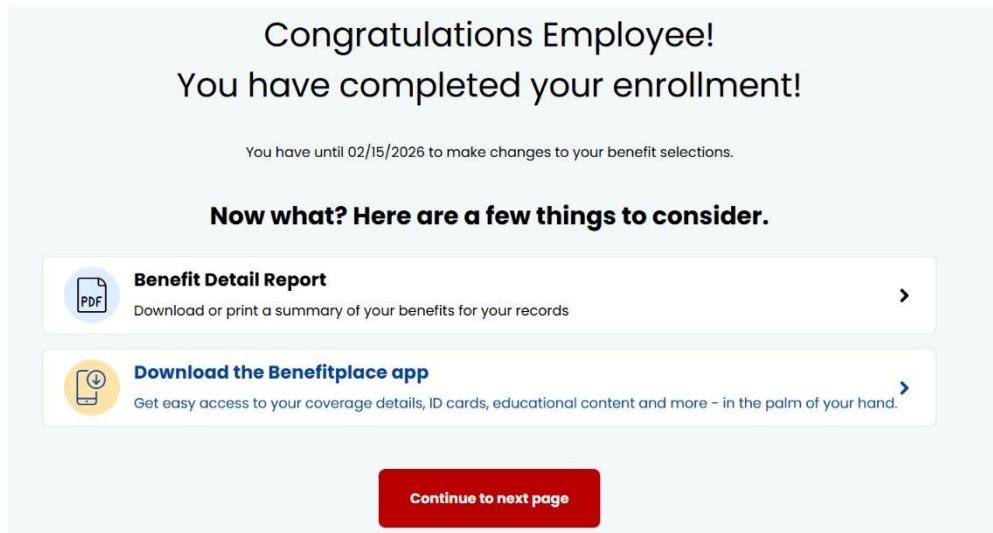
- Next, you will be directed back to the summary page. Select **Begin Enrollment** under each plan option to make your elections. Select your coverage and dependents for each plan. Once you have enrolled in the coverage or you have declined coverage, the blue highlight is removed and you are able to continue.



- Review each benefit plan highlighted in blue. Continue until you have made a decision for every available option.
- Once you have made all your elections and reviewed them, click **Complete Enrollment** when you are ready to submit.



13. You will then see a screen that confirms you have completed your enrollment. To end the enrollment process, click **Continue to next page**.



NOTE: You can access and view your benefit election reports anytime through Benefitfocus. To do so, just click **Print your benefits** on the home screen.

