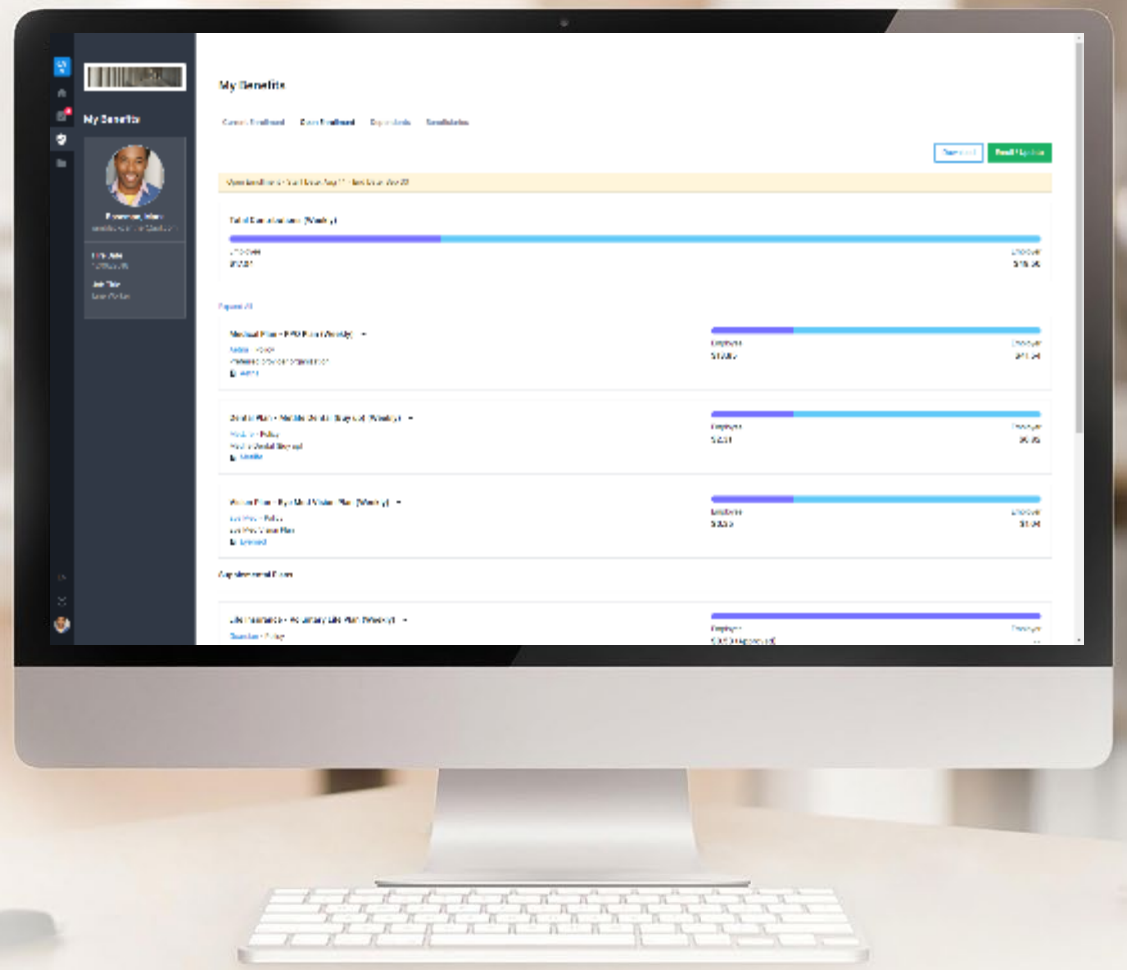
Flock Benefits Administration, by Paychex

Employee quick start guide

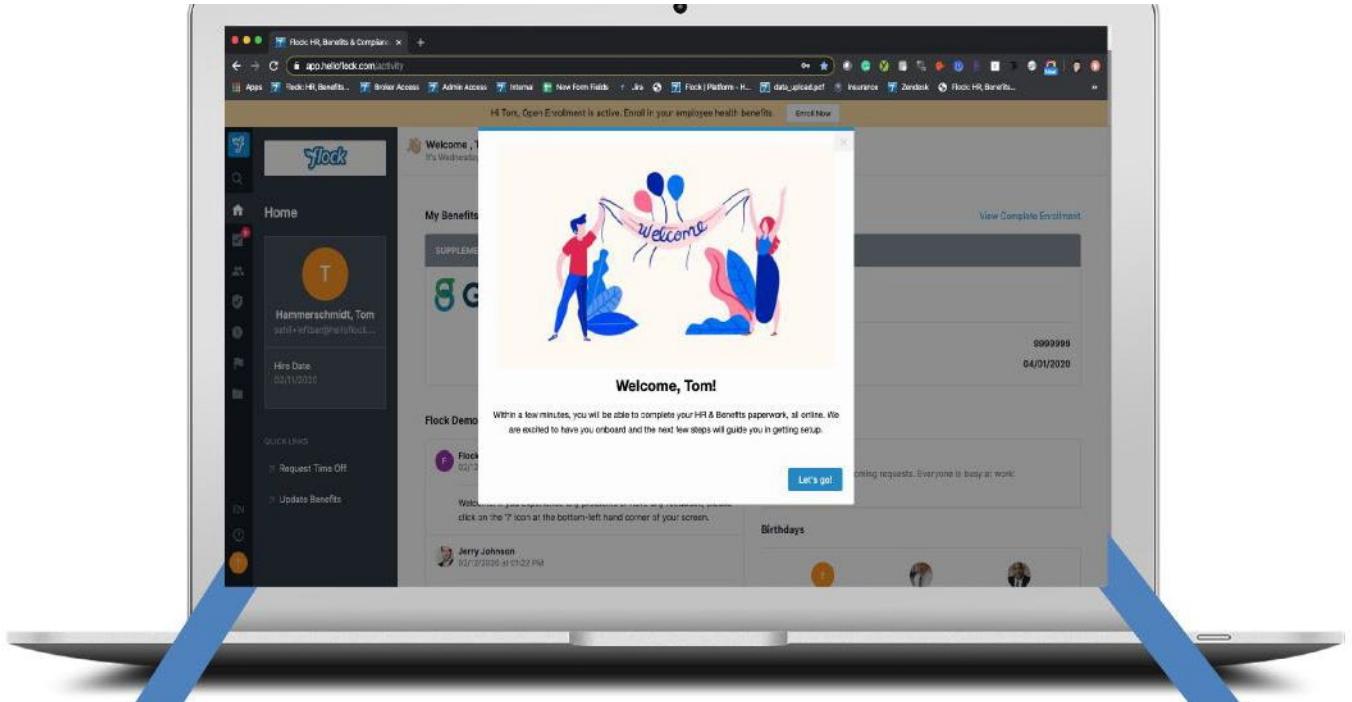
Benefits Enrollment



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CVUSD Uses One Way to Login to Flock



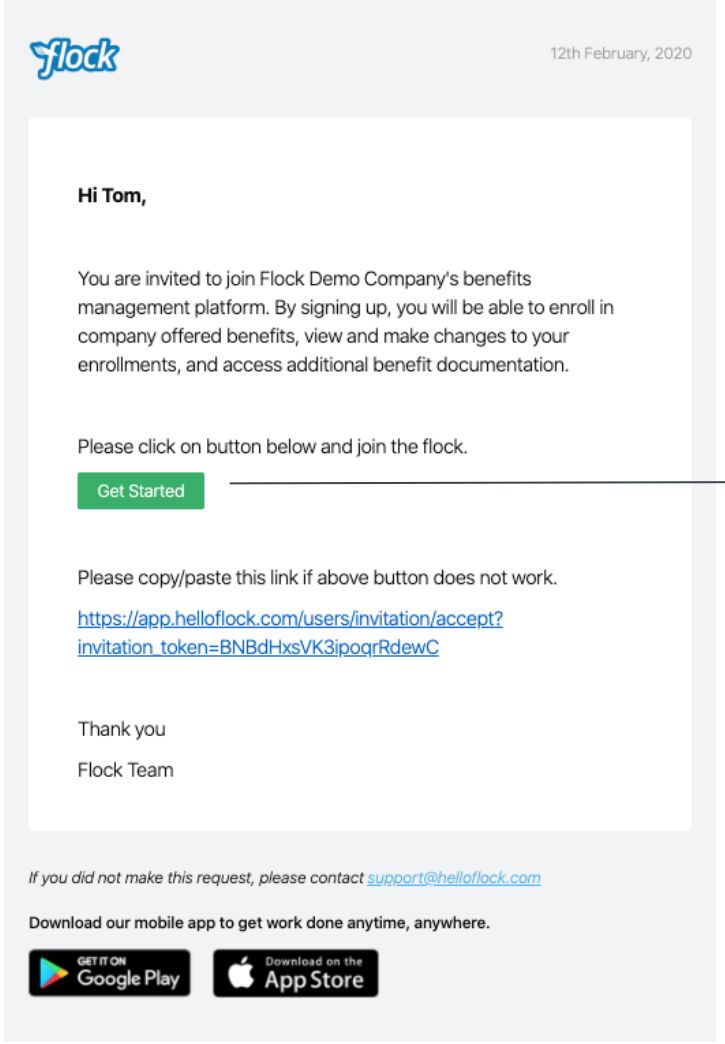
Email based logins

Non-email-based logins: Username

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1. Invitation Email

You will receive an initial informative email from your Benefits Specialist, then an email from Flock welcoming you and providing the join link.



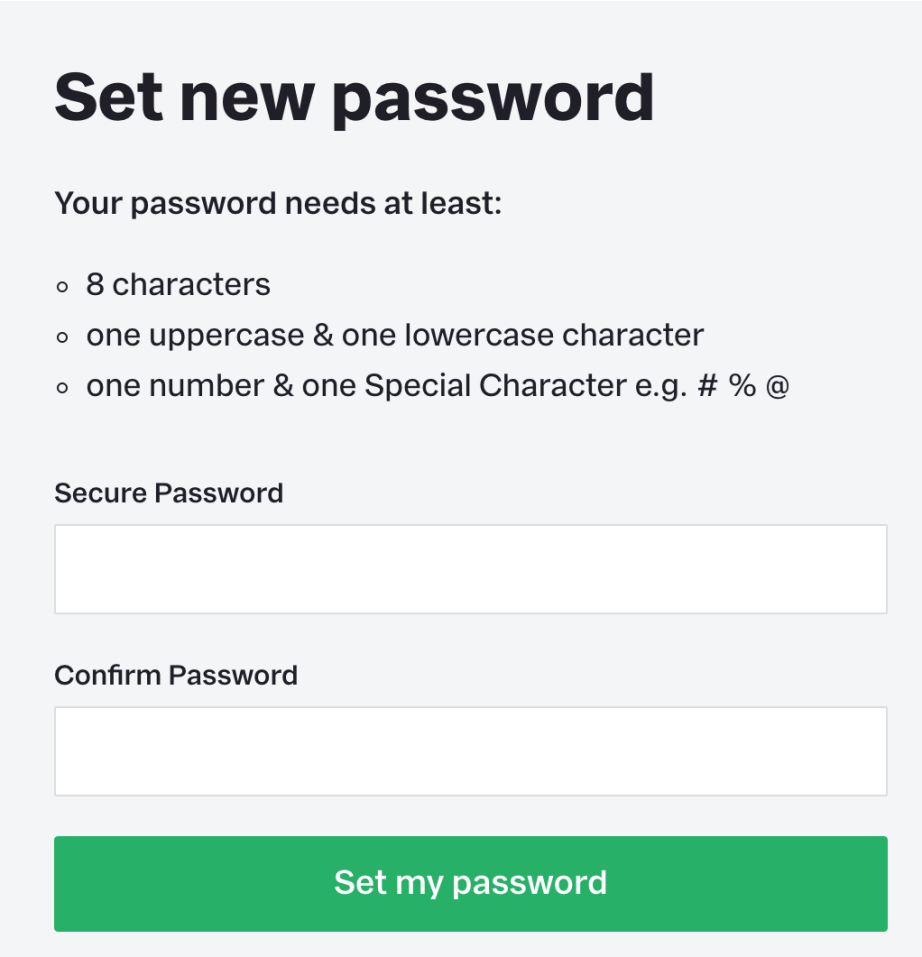
Click *Get Started* to configure your password

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2. Password Creation

Before you can log in, you'll need to create a password.

Once you click *Set my password*, you will immediately gain access to Flock.

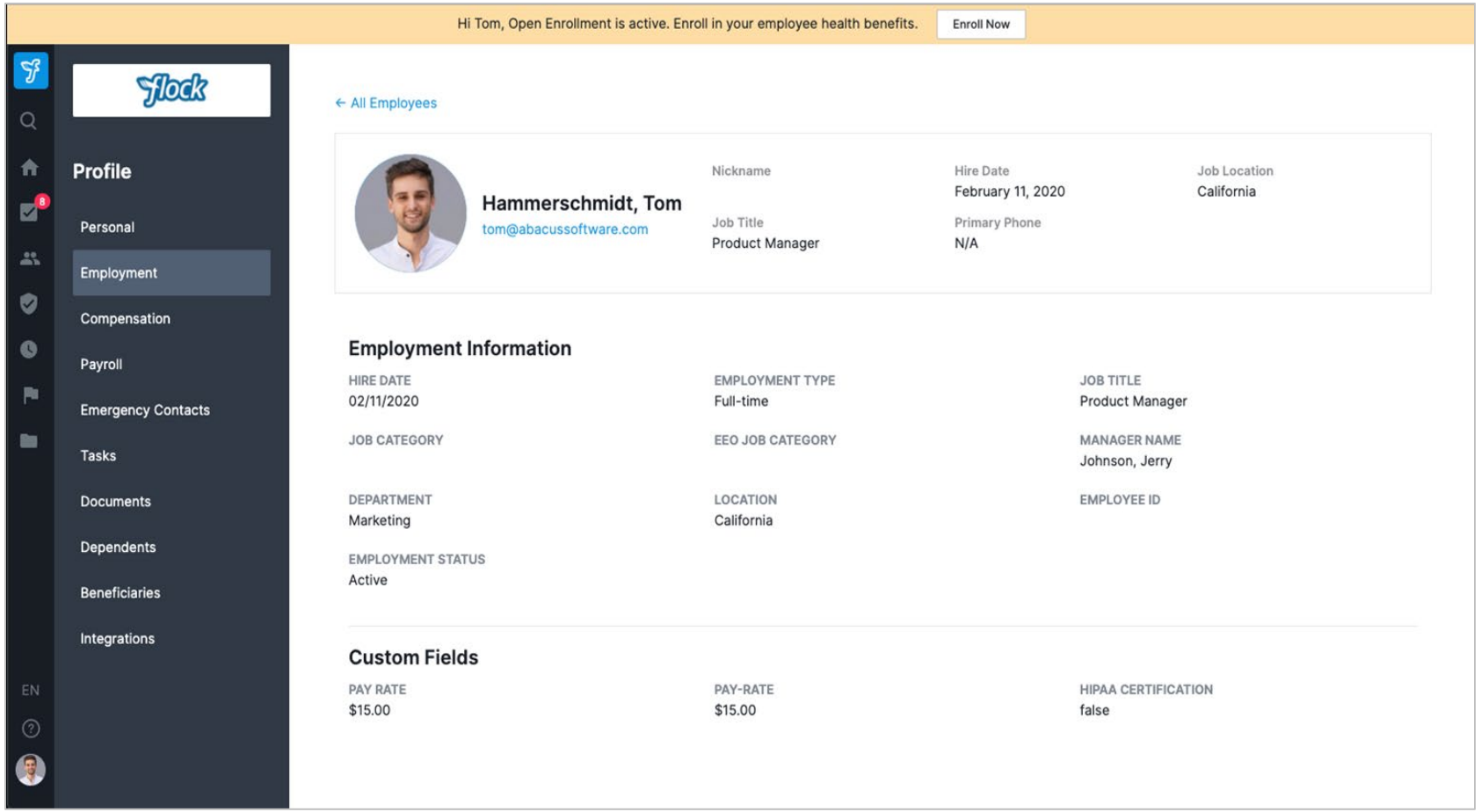


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3. Update Profile

Update your profile ensuring all personal information is correct.

Note: Your profile is private and only visible to you, and CVUSD's Benefits Specialist.

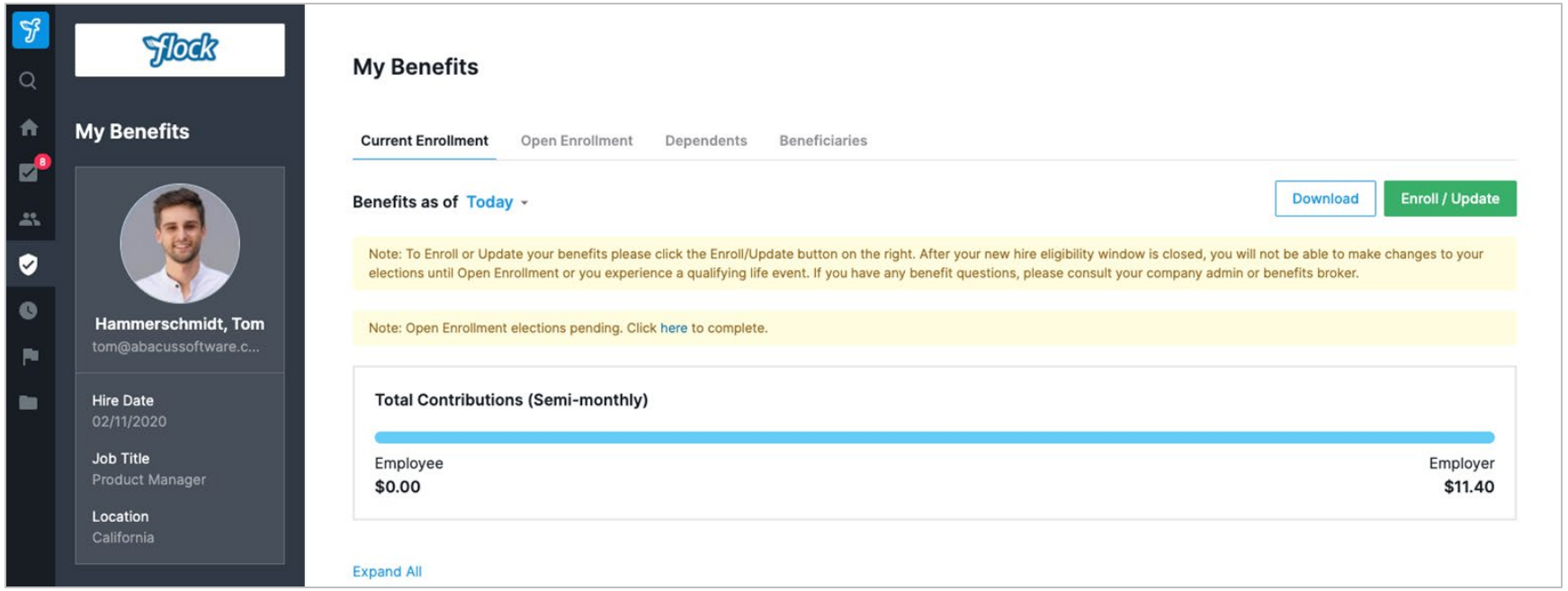


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4. Enroll in Benefits

Enter the Benefits Enrollment flow

You are eligible to enroll, click the *Benefits* icon in the left-hand navigation menu. Then, click the *Enroll/Update* button to start the enrollment process.



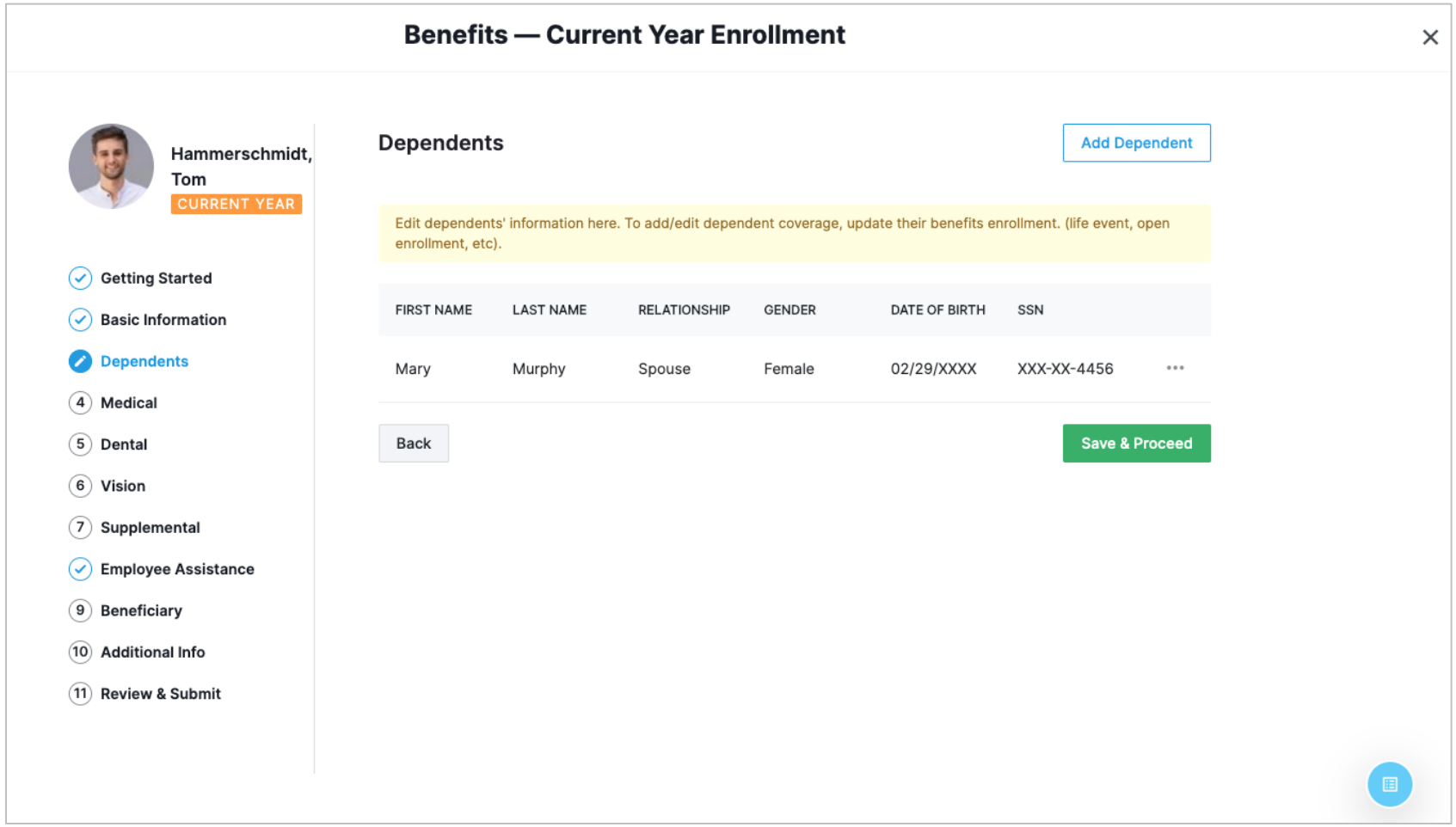
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4. Enroll in Benefits: Add Dependents

View, change or add dependents

This step lets you add and verify dependents at the time of enrollment, so you can also select and add them to plans in the next steps.

Support documents are required after submitting selection to ensure dependent coverage.



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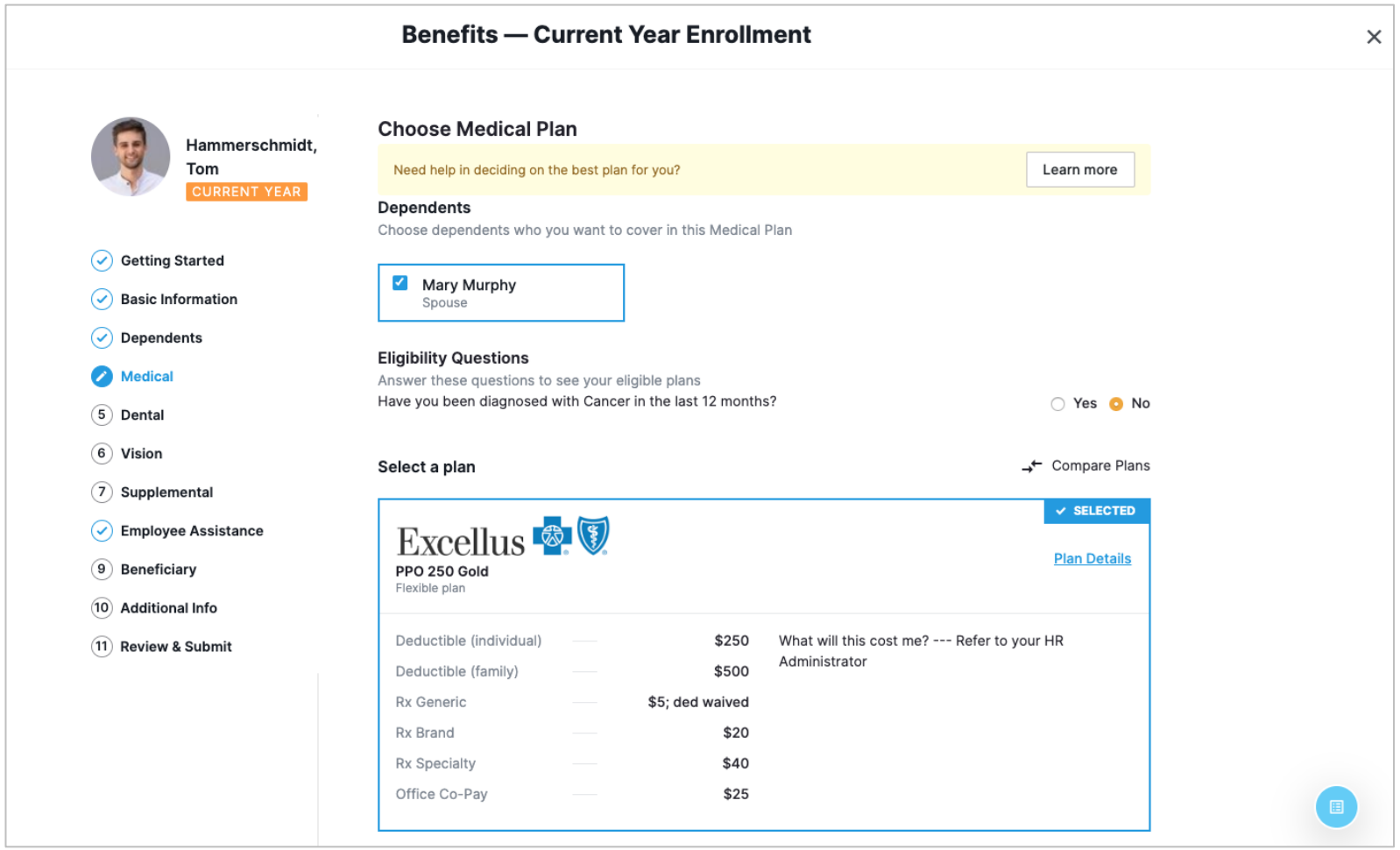
4. Enroll in Benefits: Enroll Dependents

Remember to enroll your dependents

To enroll your dependents on a plan, select them at the top of the page.

Then, select the plan that best suits your needs.

For Anthem, select the plan with Rx to ensure prescription coverage!



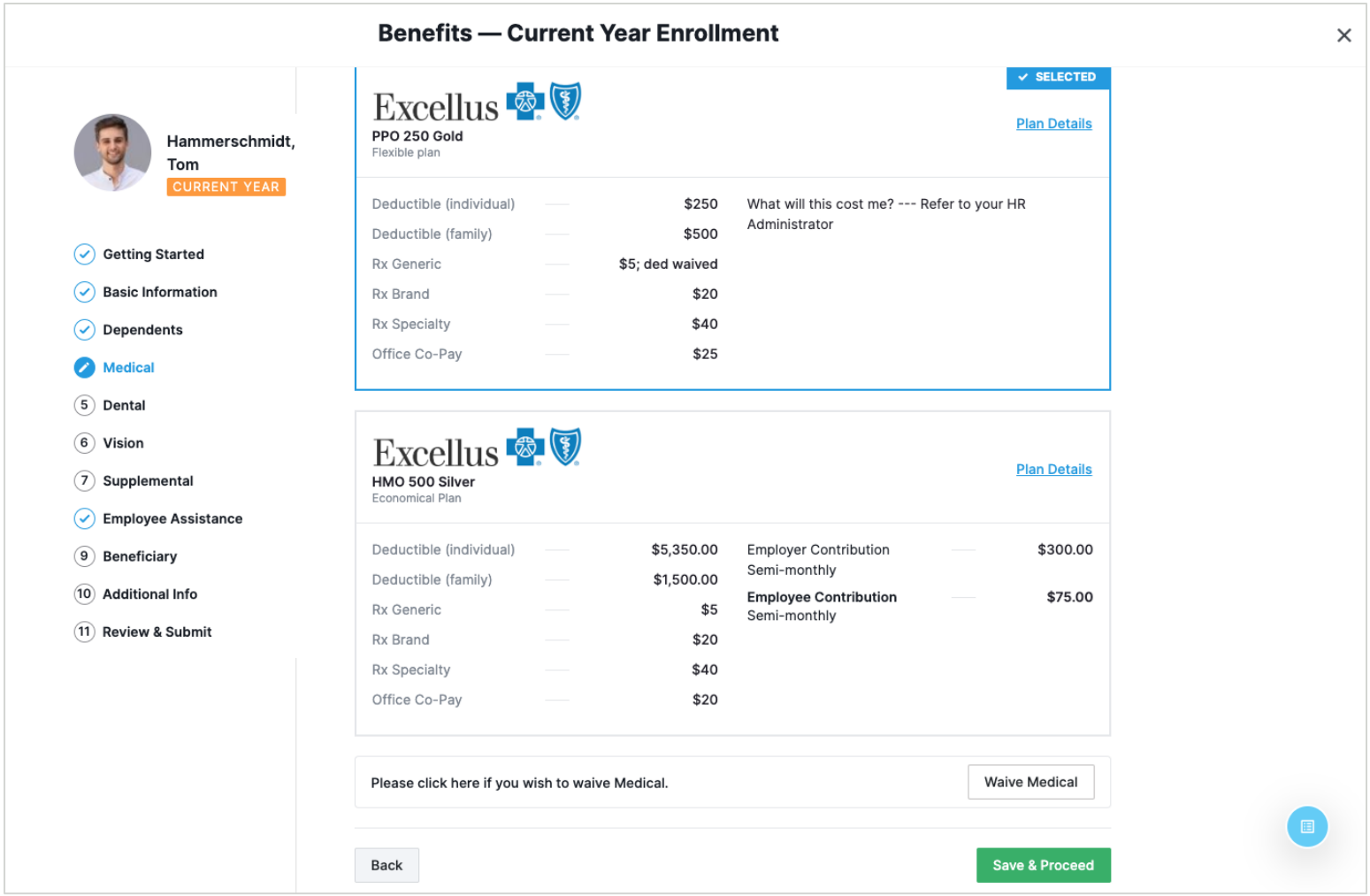
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4. Enroll in Benefits: Select a Plan

View or change your benefits in the Benefits tab

To make your elections, select the plan card that is the best fit for your needs.

For more plan info, click *Plan Details*.



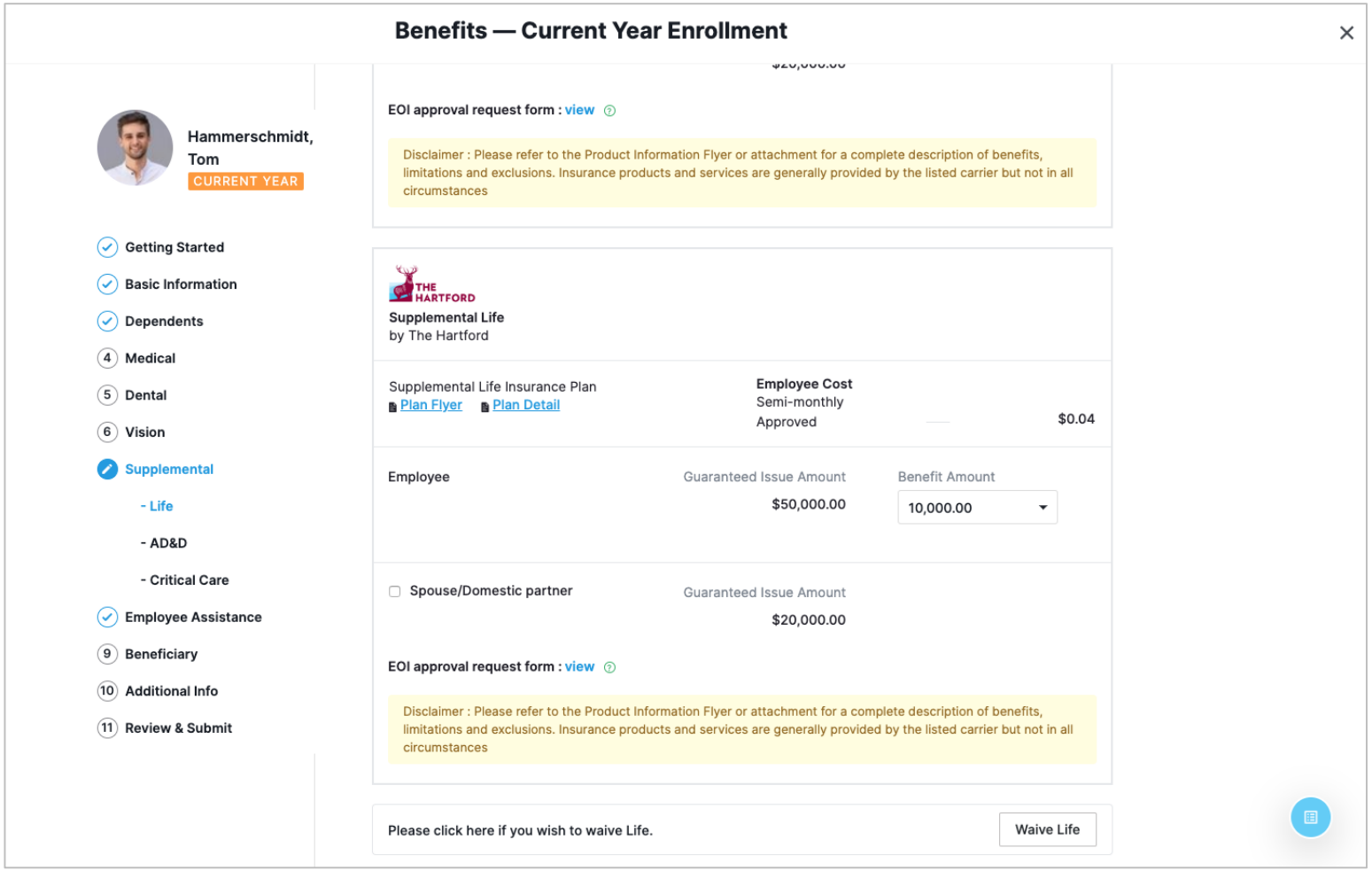
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4. Enroll in Benefits: Continue Enrollment

Select Additional Benefits

Continue through the enrollment flow and either select or waive each benefit.

Only select **Basic Dependent Life** if you are adding dependents to other coverage.



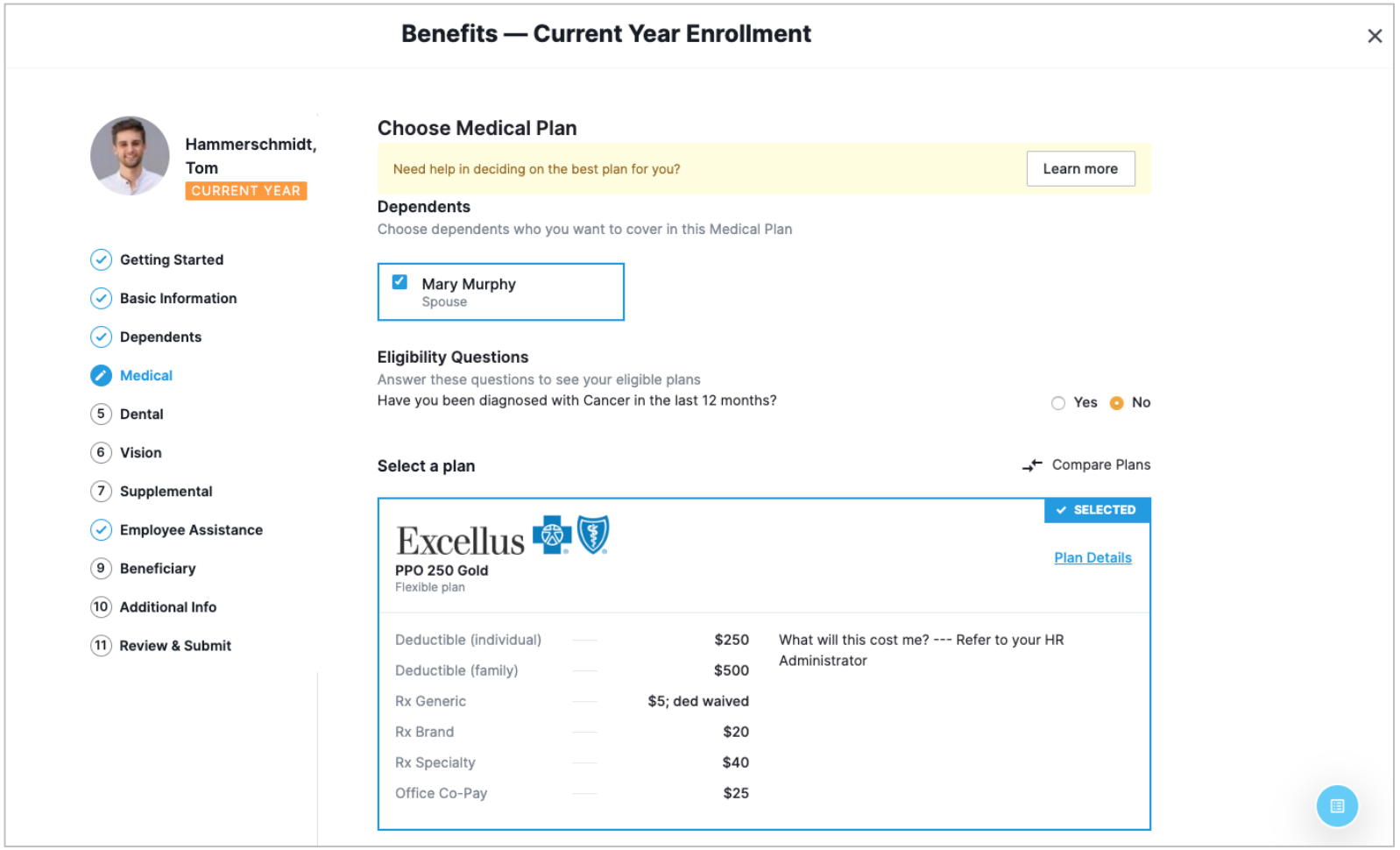
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4. Enroll in Benefits: Submit Enrollment

Remember to click the final *Submit Enrollment* button to record your benefit elections.

You can view your elections and plan documents at any time on the Benefit Summary page.

Remember to upload all required supporting documents after you submit selections.

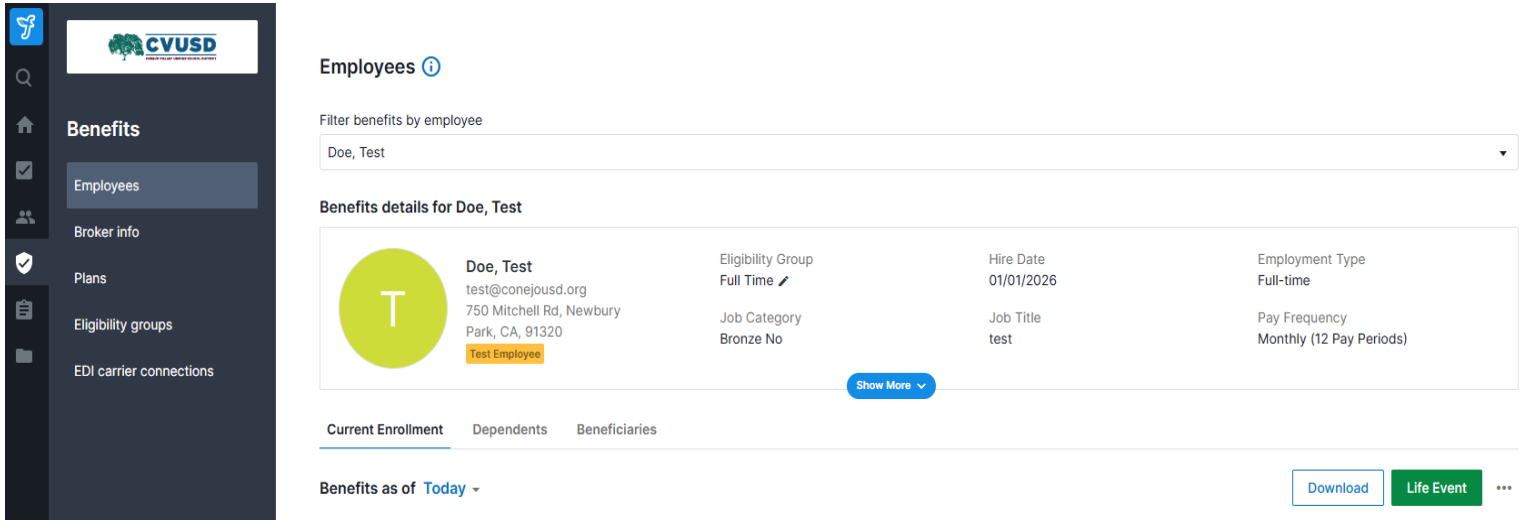


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5. Life Event

To add or remove eligible Dependent, Spouse or Domestic Partner to benefits, click on Life Event.

Be sure to have supporting documents ready for upload. For a list of required supporting documentation, please refer to the Benefits Guide.

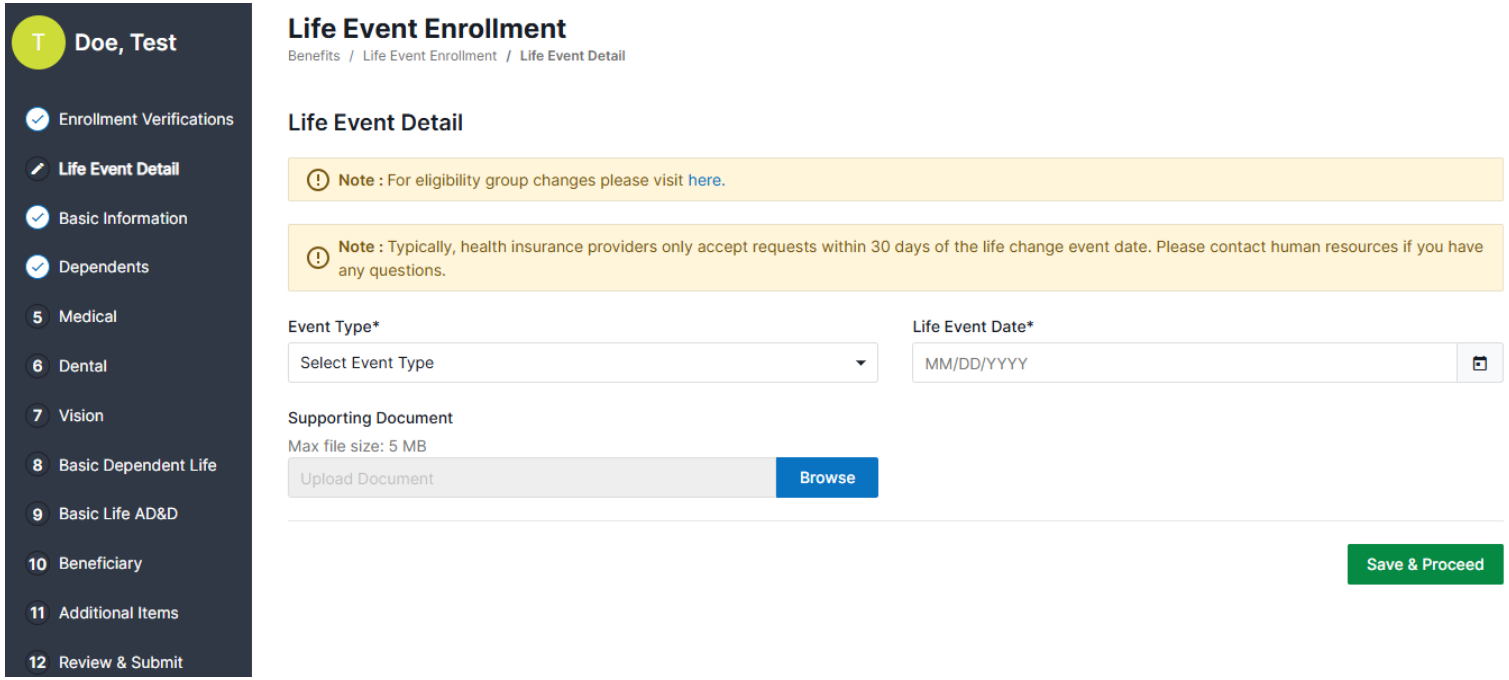


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5. Life Event

Select event type and enter full event date. Upload supporting documentation.

If additional documents need to be uploaded use the Documents tab under your Profile after submitting Life Event.

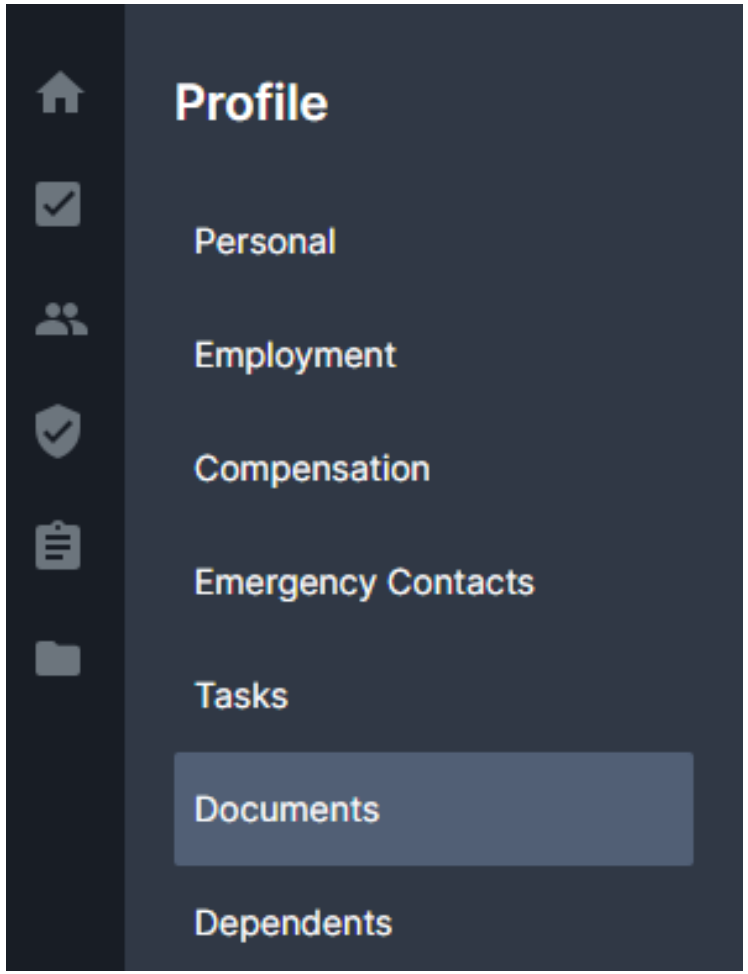


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6. Document Upload

Click on your name for the Profile page. Select Documents from side tab. Upload all required documentation for review and approval of Life Event.

Failure to provide documentation will result in a rejection of Life Event. For questions, contact CVUSD's Benefit Specialist.



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Congratulations on completing your enrollment!

Questions: Please contact Mia Nelson at mnelson@conejousd.org.

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