

ENROLLING FOR BENEFITS

DO I NEED TO ENROLL?

No, however GFPS is strongly recommending that all employees login and confirm benefits and dependent coverage. FSA/DCAP elections must be elected each year if you wish to participate.

Getting Started

So you're ready to enroll in your Great Falls Public Schools benefits! The new PlanSource enrollment experience will help you do just that, in an intuitive, educational and fun way.

Before you begin enrolling in your benefits, please make sure you have the following items.

- Social Security Number (SSN) for all legal dependents you wish to enroll in any coverage.
- Date of Birth (DOB) for all legal dependents you wish to enroll in any coverage
- Beneficiary Information for Life Insurance, which includes your beneficiaries' name(s), relationship & address.

Log in to PlanSource

Before you can do anything in the PlanSource system, you must first log in to PlanSource.

1. Type or paste this link into your web browser's search bar: <https://benefits.plansource.com/>
2. On the login page, type your username. Your password will be reset to YYYYMMDD. You will be prompted to create a new password.

3. Follow the instructions below for your user name and Password. Your Username consists of:

- a. First initial of your First Name
- b. First six characters of your Last Name
- c. Date of Birth (Format YYYYMMDD)

Example: John Employee, with a birthdate of February 7, 1975, would have a login of JEMPLOY19750207.

Your Password is your birthdate in the format **YYYYMMDD**. Example: a birthdate of February 7, 1975 would look like this: 19750207.

Every year during Open Enrollment your password will reset back to your birthdate in the YYYYMMDD format. Once you log in, you will be prompted to change your password. Be sure to keep this password in a safe place.

If you forgot your password, click "Forgot your password." If you have no email address on file for this process, contact Heather Spurzem at 406-268-6012.