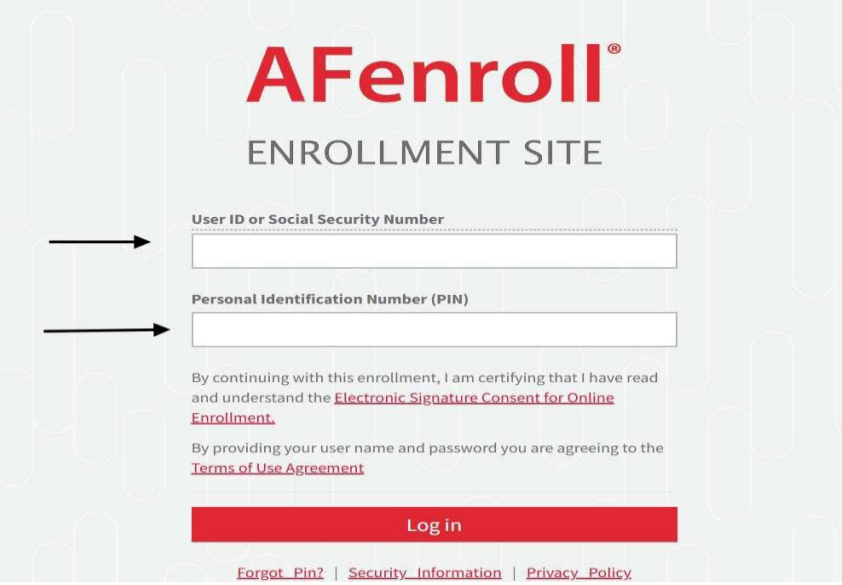
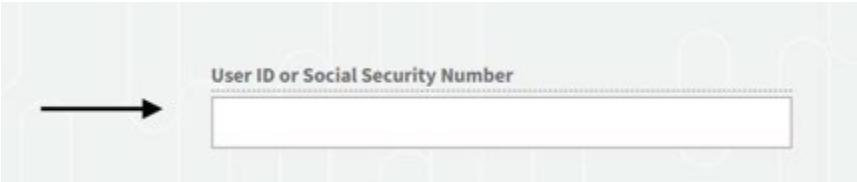
Self – Enroll Instructions – Cash In Lieu Benefit
American Fidelity Enrollment Platform

When you start the enrollment process, you'll need: Your Social Security number and the names, birth dates, and Social Security numbers of any dependents you wish to enroll. Also, the name, birth dates, and contact information for your life insurance beneficiaries. You may access the AFenroll platform through the following link: https://www.afenroll.com/Enroll/Login.aspx.

1. Go to https://www.afenroll.com/Enroll/Login.aspx.



2. In the User ID or Social Security Number field you will type in your social security. (Do not include dashes)



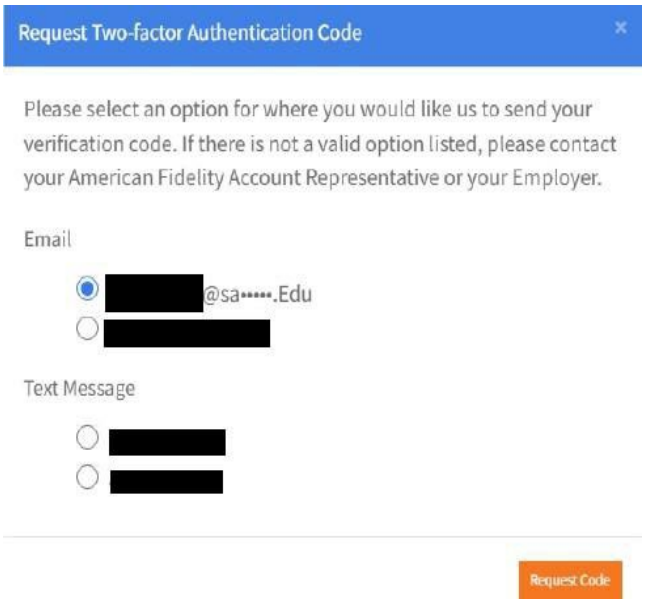
3. In the Personal Identification Number (PIN) field you will type last four digits of your social security number and the eight digit birthdate. (Do not include spaces or dashes) example SSN = XXX-XX-3452; birthdate is 01/01/1980; PIN would = 345201011980



4. Click Login



5. Two-factor Authentication Code will appear. You will need to select an option of email or text message to receive the code.



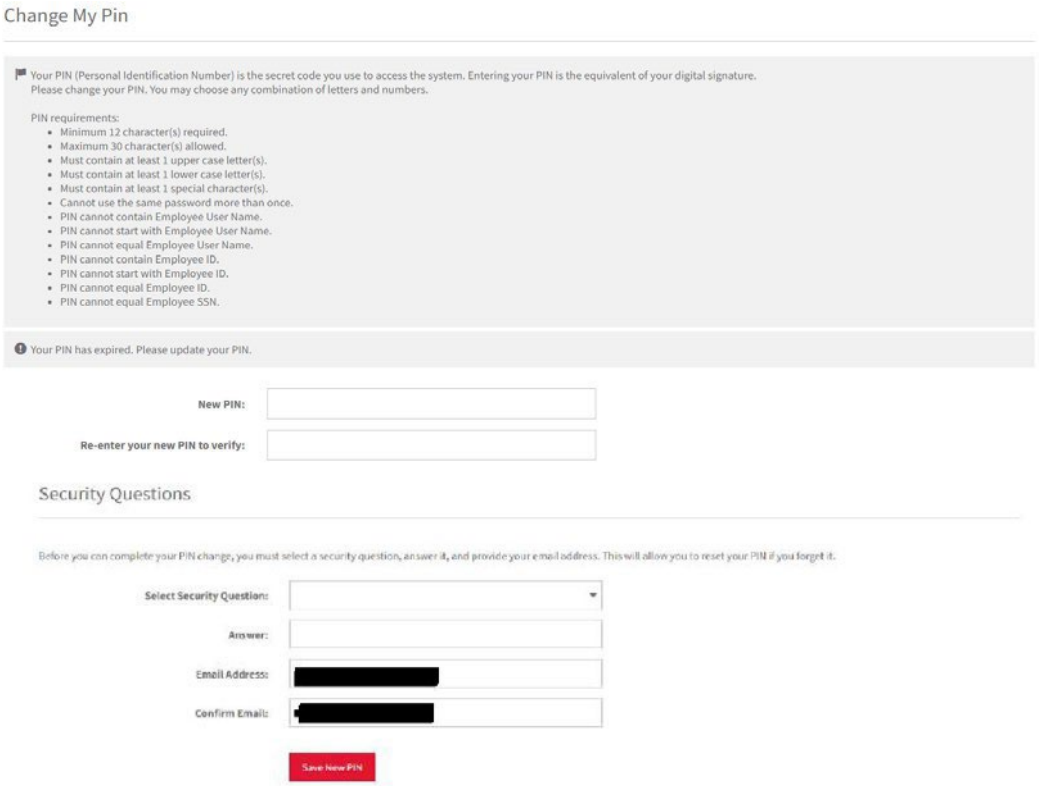
Click Request Code

6. Once logged into the system you will need to set up a new PIN. This pin can be used to digitally sign forms and documents on the American Fidelity platform. You will also be required to select a security question, answer it, and to provide your email. This will allow you to reset your PIN if you forget it.

PIN requirements:

- Minimum 12 character(s) required.
- Maximum 30 character(s) allowed.
- Must contain at least 1 upper case letter(s).
- Must contain at least 1 lower case letter(s).
- Must contain at least 1 special character(s).
- Cannot use the same password more than once.
- PIN cannot contain Employee User Name.
- PIN cannot start with Employee User Name.
- PIN cannot equal Employee User Name.
- PIN cannot contain Employee ID.
- PIN cannot start with Employee ID.
- PIN cannot equal Employee ID.
- PIN cannot equal Employee SSN.

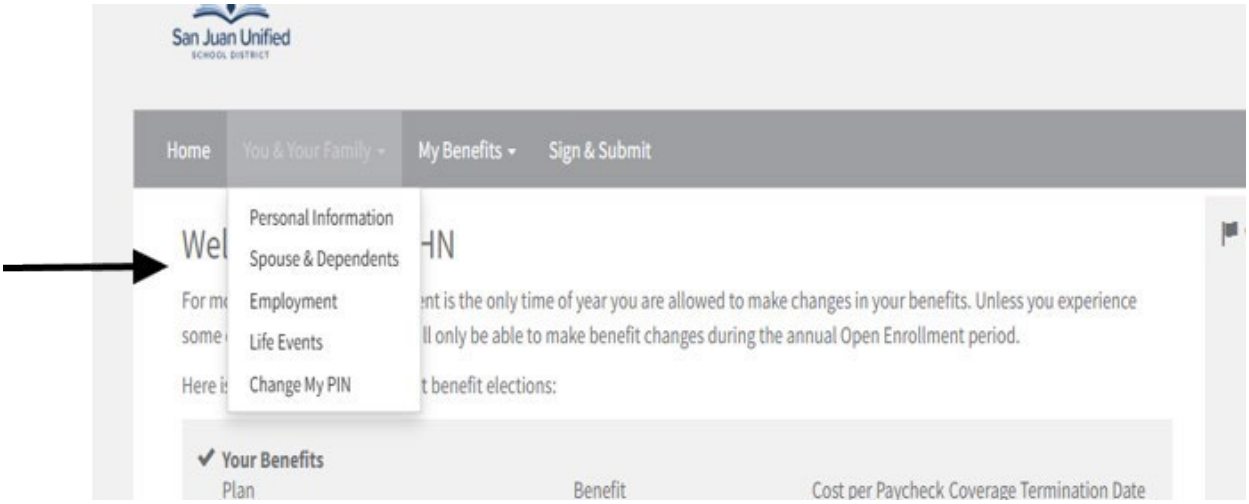
Self – Enroll Instructions – Cash In Lieu Benefit
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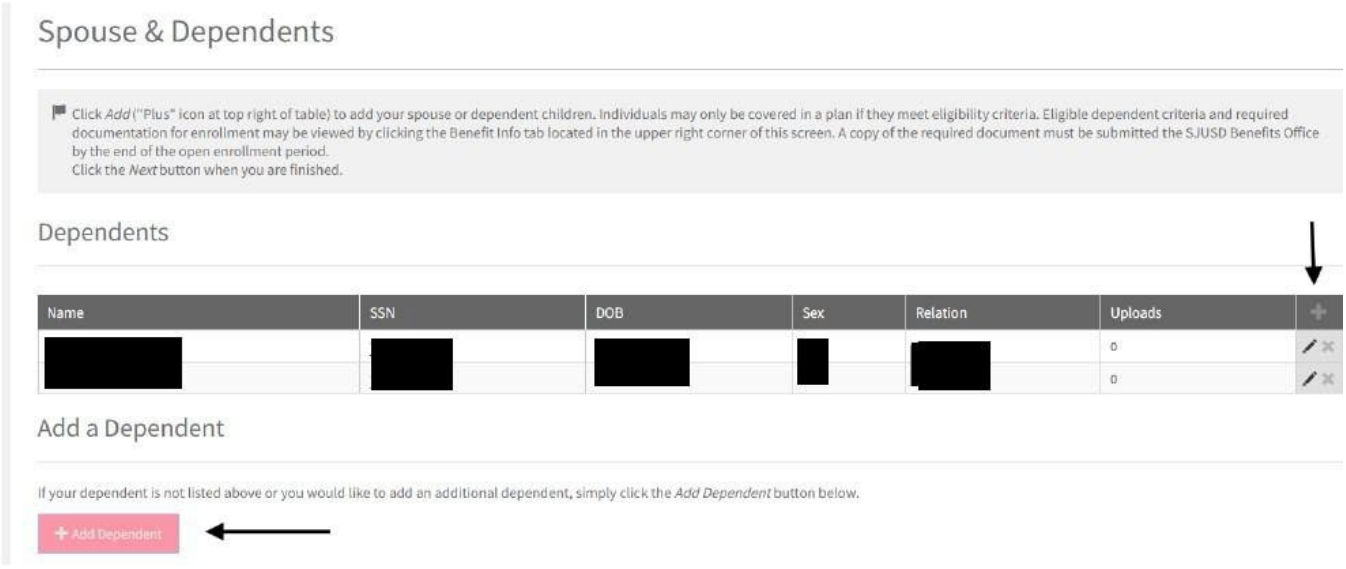
Once you select Save New PIN the system will log you out and require you to log back in using your new PIN and complete the two-step authentication process again.

If Adding Dependents

If adding dependents to your coverages, you will need to add them onto the platform under the "You & Your Family" section. Please place your mouse curser on the "You & Your Family" section. A drop box will open and you will see the option to add dependents. You will need to add the name, date of birth, gender, social security number, and address for each eligible dependent.

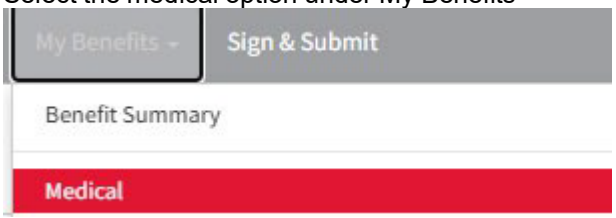


Self – Enroll Instructions – Cash In Lieu Benefit
American Fidelity Enrollment Platform



After you have listed your eligible dependents, you may proceed to make your benefit elections by moving your cursor over the “My Benefits” option.

7. Select the medical option under My Benefits

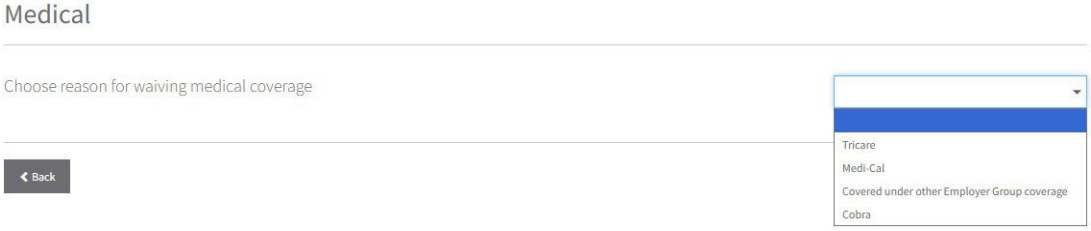


8. Select the Cash In Lieu of Medical (Other Group Med Coverage)



Click Next to advance to the next screen

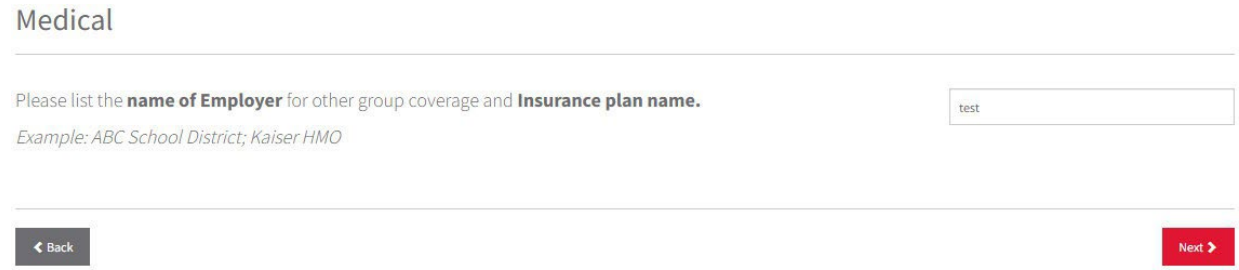
9. Select your Reason for Waiving Coverage



Click Next to advance to the next screen

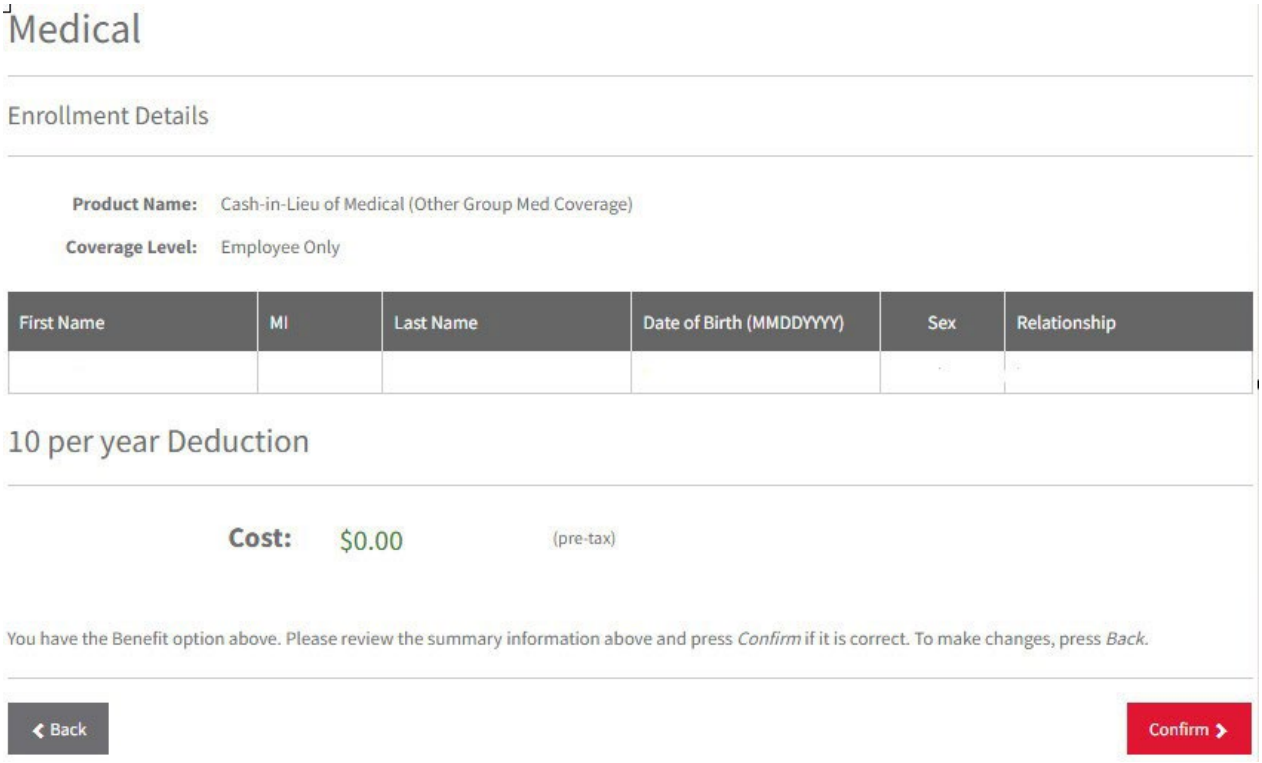
Self – Enroll Instructions – Cash In Lieu Benefit
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10. Enter Insurance Plan Coverage Information



Click next to to advance to the next screen

11. Confirm your election



Click confirm to advance to the next screen

Click next to advance to the next screen.

Self – Enroll Instructions – Cash In Lieu Benefit
American Fidelity Enrollment Platform

You will need to submit your proof of coverage to Benefitshelpdesk@sanjuan.edu by November 20, 2026. No late submissions will be accepted. Your proof of coverage must include the following:

- Dated within the last 30 days
- Include your name
- Include effective date
- Current status of plan (active/terminated)

If both steps are not completed, then you will not receive the cash in lieu benefit for the 2027 plan year.

12. Repeat this for your dental and vision coverage options. If you select Delta Care dental, the system will ask you to type in the dental office number you wish to be assigned. If you leave this blank, DeltaCare will assign you to the closest dentist to your home. You can switch later by calling their member services.
13. After making your dental and vision elections, you will be offered the Reliance Life Insurance coverage which the district provides at no cost for fully benefited employees. You will need to designate your primary beneficiary and provide their date of birth and contact information. You may also select a contingent beneficiary if you wish.
14. The remaining benefits are voluntary products that you will need to decline or enroll in to complete the enrollment. The cost of the additional voluntary products is deducted from your pay.
15. You will then be given the option to purchase Reliance Supplement Life Insurance which would be in addition to the coverage the district is providing. You are eligible to purchase up to $50,000 without having to complete a health statement. Insurance policies beyond $50,000, would require you to complete a health statement which you can download from the information tab on the platform or download from the District's website. You would mail the health statement directly to Reliance Standard to the address on the form.
16. You will then be asked if you wish to elect dependent life insurance coverage. Eligible dependents are a spouse and dependent children under the age of 21, or if your child is a full-time student they can be covered up to age 25; disabled dependent children may be covered. The policy options are either $1500 per person on the coverage or $10,000 per person on the coverage. Please check if you wish to enroll or decline this coverage.
17. You will then be asked if you wish to participate in a flexible spending account (FSA). If you do, you need to indicate if you or your spouse participates in a Health Savings Account (HSA). If either do have an HSA, you are not eligible to participate in an FSA per IRS rules. If you are electing to participate in an FSA, you need to designate your year-to-date amount you wish to save and enter the amount per pay period. The maximum amount you may defer is pro-rated based on your hire date so please refer to the chart here to determine the maximum you may contribution.
18. You will then be asked if you wish to participate in a Dependent Care Account. This is a pre-tax savings account for dependent daycare expenses for children 13 and under. Please refer to the Dependent Care Account information for further details.
19. The district does not participate in the State Disability Program so you will not be eligible to file a disability claim with the State through your employment with San Juan. It is advised that you consider a disability policy to cover your risk if you become sick or injured. Also, certificated teachers may enroll in disability plans through CTA Standard.

Once you have gone through all your options, you will be taken to the sign and submit page. Here you may review your summary of benefits and you will need to sign using the PIN that you set up when logging in. You may print out your benefit summary by clicking on the pdf benefit summary report which is located at the bottom of the sign and submit page. Please make sure that if you have added dependents that you have emailed a copy of your proof of their dependency to the benefitshelpdesk@sanjuan.edu Please refer to the benefit

guidebook for the list of approved documents. Please be sure you see the green 100% complete bar at the top of your screen to ensure the enrollment is complete.