

Welcome to Your 2026 Benefits Guide!

Greene County Public Schools Benefits Overview

Greene County Public Schools (GCPS) recognizes the importance of providing a competitive and comprehensive benefits package to our employees. We have developed a benefits package that delivers quality and value, while satisfying the diverse needs of our workforce. We want to ensure that you and your family members have appropriate resources to maintain overall health & wellness for today and in the future. This benefits guide is specifically designed to assist in understanding the highlights of the benefits available to you and your family.

GCPS will offer Anthem medical and vision benefits as well as Delta Dental benefits through The Local Choice (TLC). These plans are bundled together. Benefit information and plan overviews are attached at the end of this document. Coverages will be effective October 1, 2026. To receive the highest level of benefits, you must see an in-network provider. As always, please refer to the TLC benefit summaries provided for full details. Note: Dependent children may be covered under health, dental, and vision though the end of the calendar year in which they turn 26, regardless of student status. 2026 Open Enrollment is August 3rd- 17th. This year is an **ACTIVE** enrollment and all employees must participate. On August 10th there will be individual advising sessions at William Monroe High School in the Digital Media Lab from 9:00am – 3:00pm. On August 6th there will be virtual advising sessions from 9:00am to 12:00pm. Please use the following link to register for a virtual advising session: https://bookings.cloud.microsoft/book/VirtualAdvisingSessions@alkemeins.com. If you would prefer a phone consultation instead of a virtual meeting, please include your preferred contact number when scheduling your appointment.

Important Contact Information

Coverage	Carrier/Vendor	Phone #	Website
Medical	TLC/Anthem	800-552-2682	www.anthem.com/tlc
Dental	Delta Dental of Virginia	888-335-8296	www.deltadentalva.com
Health Savings Account (HSA)	HealthEquity	866-346-5800	www.healthequity.com
Flexible Savings Accounts (FSA)	HealthEquity	866-346-5800	www.healthequity.com
Retirement	VRS	888-827-3847	www.varetire.org
Employee Assistance Program (EAP)	Anthem EAP	855-223-9277	www.anthemeap.com
Voluntary Benefits	Michelle Lawson	434-760-2257	mlawson@bostbenefits.com
GCPS Benefits Contact	Rhonda Houchens	434-939-9016	rhouchens@greenecountyschools.com
Innovative Insurance Group (Medical, Dental, & Vision)	Customer Service	888-676-9496	customerservice@thinkinnovative.net

The Local Choice Premiums

TLC Plan	Medical with Comprehensive Dental				
	Employee Only	Employee + Child	Employee + Spouse	Employee + Children	Employee + Family
Key Advantage 500	$100.00	$375.00	$562.50	$615.00	$922.50
Key Advantage 1000	$50.00	$320.84	$401.05	$584.00	$730.00
High Deductible Health Plan*	$8.34	$130.00	$229.17	$380.00	$481.10

All health insurance premiums are deducted on a pre-tax basis.

*Health Savings Account (HSA)

Greene County Public Schools will contribute **$1,800 annually** to a Health Savings Account (HSA) for employees enrolled in the High-Deductible Health Plan (HDHP), regardless of coverage tier. For employees enrolled in dual or family coverage, this employer contribution is intended to help offset the additional premium costs associated with those coverage levels.

In addition to the employer contribution, employees may elect to make pre-tax contributions to their HSA on behalf of themselves and their eligible dependents, subject to Internal Revenue Service (IRS) annual contribution limits.

HSA funds remain in the employee's account and are not subject to forfeiture. Unused balances roll over from year to year and may continue to accumulate over time. Funds may also earn tax-free interest, providing employees with an additional opportunity to save for future qualified medical expenses.

For calendar year 2026, the IRS HSA contribution limits are **$4,400 for individual coverage** and **$8,750 for family coverage**. Individuals aged 55 and older may make an additional **$1,000 catch-up contribution**, as permitted by IRS regulations.

GCPS also sponsors the hospital supplement plan for HDHP single enrollees at no additional cost.

Medical Benefits

TLC Plan Comparison

Most Common Services	*Option 1* Key Advantage 500 PPO*	*Option 2* Key Advantage 1000 PPO*	*Option 3* High Deductible Health Plan PPO*
Referrals Required?	No	No	No
Plan Year Deductible (October through September)	$500 Individual $1,000 Family	$1,000 Individual $2,000 Family	**$3,400 Individual*** **$6,800 Family***
Maximum Out-of-Pocket (October through September)	$4,000 Individual $8,000 Family	$5,000 Individual $10,000 Family	$5,000 Individual $10,000 Family
Office Visits	$25 PCP $40 Specialist	$25 PCP $40 Specialist	20% coinsurance, after deductible
Wellness Services (Well Child & Adult Preventive Care)	Covered at 100%; No Charge	Covered at 100%; No Charge	Covered at 100%; No Charge
Inpatient Hospitalization	20% coinsurance, after deductible	20% coinsurance, after deductible	20% coinsurance, after deductible
Outpatient Hospitalization	20% coinsurance, after deductible	20% coinsurance, after deductible	20% coinsurance, after deductible
Emergency Room	20% coinsurance, after deductible	20% coinsurance, after deductible	20% coinsurance, after deductible
Pharmacy Prescription Drugs **A combined $150 deductible applies to Tiers 2, 3, and 4. *GLP-1 medication prescribed for conditions other than Diabetes may no longer be covered in the 2026-2027 plan year	Tier 1- $10 Tier 2- $30** Tier 3- $45** Tier 4- 20% Up to $200**	Tier 1- $10 Tier 2- $30** Tier 3- $45** Tier 4- 20% Up to $200 * *	20% coinsurance, after deductible
Mail Order Prescription Drugs	Tier 1- $20 Tier 2- $60** Tier 3- $90** Tier 4- 20% After Deductible**	Tier 1- $20 Tier 2- $60** Tier 3- $90** Tier 4- 20% After Deductible**	20% coinsurance, after deductible
Out-of-Network Benefits	Yes	Yes	Yes

GLP-1 medication prescribed for conditions other than Diabetes may no longer be covered in the 2026-2027 plan year

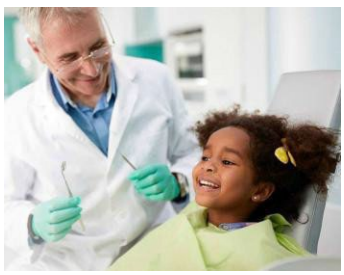
**2026 Benefit Change*

Dental Benefits

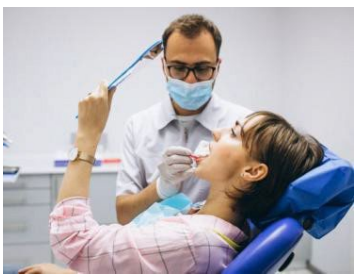
The Local Choice offers two levels of dental coverage. Benefits are administered by Delta Dental of Virginia.

Comprehensive Dental Coverage

Type of Service	Paired with Key Advantage 500, Key Advantage 1000, and High-Deductible Health Plan
Plan Year Deductible	$25 per person / $75 per family
Plan Year Maximum (except Orthodontics)	$1,500 per person
Preventive Dental Care	$0
Primary Dental Care	20% coinsurance after dental deductible
Major Dental Care	50% coinsurance after dental deductible
Orthodontic Services (includes Adult Ortho)	50% coinsurance, no dental deductible, with $1,500 lifetime maximum per person







Dental Benefits

Stand-alone dental coverage is also available through Guardian.

Type of Service	Guardian DentalGuard Preferred PPO
Plan Year Deductible	$25 in-network / $50 out-of-network per person 3 per family limit
Plan Year Maximum with Maximum Rollover	$1,500 per person
Preventive Dental Care	0% coinsurance no deductible
Primary Dental Care	20% coinsurance after dental deductible
Major Dental Care	50% coinsurance after dental deductible
Orthodontic Services (Children only)	50% coinsurance with $1,500 lifetime maximum per child

Guardian Dental Premiums

Effective 10/1/2026—9/30/2027

Medical Enrollment Status	Coverage Tiers			
	EE Only	EE +Spouse	EE + Children	Family
Waiving medical	**$0**	**$41.41**	**$67.14**	**$108.56**
Enrolling in medical*	**$45.15**	**$86.56**	**$112.29**	**$153.71**

This stand-alone option is only for those who need coverage for a dependent who is not covered under the health insurance.

Vision Benefits

Routine Vision

Routine vision benefits are available through Anthem Blue View Vision (included with medical).

Type of Service	Paired with Key Advantage 500	Paired with Key Advantage 1000	Paired with High Deductible Health Plan
Routine Eye Exam (once every 12 months)	$40 copay	$40 copay	$15 copay
Eyeglass Lenses (once every 12 months)	$20 copay	$20 copay	$20 copay
Eyeglass Frames (once every 12 months)	Up to $100 retail allowance 20% discount above allowance	Up to $100 retail allowance 20% discount above allowance	Up to $100 retail allowance 20% discount above allowance
Contact Lenses (instead of eyeglasses) (once every 12 months)	Up to $100 retail allowance	Up to $100 retail allowance	Up to $100 retail allowance







Health Savings Account (HSA)

*Paired with the High-Deductible Health Plan

WHAT IS A HEALTH SAVINGS ACCOUNT (HSA)?

Health Savings Accounts (HSAs) are a great way to save money and efficiently pay for qualified medical, dental, vision, and pharmacy expenses. HSAs are tax-advantage savings accounts that accompany high-deductible health plans (HDHPs). You can withdraw money tax-free to use for qualified medical expenses or grow the account and use it for qualified medical expenses in the future. Once you save it, it is yours to keep for qualifying health related expenses. And, unlike a Flexible Spending Account (FSA), HSA funds roll over and accumulate year after year if not spent, with the ability to earn tax-free interest on the account. HSA funds may be used to pay for qualified medical, dental, vision, and pharmacy expenses at any time without federal tax liability. **To be eligible for the HSA you must be enrolled in the High-Deductible Health Insurance Plan. A Greene County Public Schools employee who selects the High-Deductible Health Plan (HDHP) with a Health Savings Account (HSA) must not be covered under any other health insurance plan.**

HSA FREQUENTLY ASKED QUESTIONS:



WHO WILL BE ADMINISTERING MY HEALTH SAVINGS ACCOUNT (HSA)?

Your Health Savings Account will be administered by **HealthEquity.**

WHAT ARE THE BENEFITS OF A HEALTH SAVINGS ACCOUNT (HSA)?

An HSA provides a triple tax advantage– You make pre-tax deposits through payroll deduction, any earnings on the deposits are tax-free, and if the funds are used for qualified expenses, the withdrawals are tax-free.

WHAT MEDICAL EXPENSES ARE ALLOWED USING AN HSA?

In general, you can use the funds from an HSA on all qualified medical, dental, vision, and pharmacy expenses. You can also reimburse yourself for qualified expenses paid with post-tax dollars.

CAN FUNDS FROM AN HSA BE USED FOR NON-MEDICAL EXPENSES?

Yes, funds can be used for non-medical expenses, but the withdrawn funds are subject to all applicable income taxes and penalties.

IF I CHANGE JOBS OR HEALTH PLANS, CAN MY HSA BE MOVED TO ANOTHER ACCOUNT?

Yes, an HSA is owned by the individual, so if you change jobs or health plans, you may elect to keep your HSA or roll the funds into an HSA at another qualified institution.

HOW IS MY HSA FUNDED?

An HSA can be funded using pre-tax payroll deductions through your employer or by making contributions directly to your HSA. If the employee is worried about maxing out their HSA, they should reach out to Rhonda Houchens.

HOW MUCH CAN I CONTRIBUTE TO AN HSA?

For 2026, the IRS maximum contribution for individual coverage is $4,400 and $8,750 for family coverage each calendar year. These are combined limits for the employee and employer contribution to the HSA. If you are 55 or older you can contribute an additional $1,000 for catch-up purposes.

Flexible Spending Accounts (FSA)

GCPS offers employees the opportunity to participate in the division's Flexible Spending Plan. Flexible Spending Accounts (FSAs) allow you to set aside pre-tax dollars to pay for eligible health care or dependent care expenses not covered by insurance. The annual amount you elect to contribute to each account will be divided into equal amounts and deducted from your paycheck pre-tax. **Employees must re-enroll every year through Employee Navigator.**

HEALTH CARE FSA

You may elect an amount up to **$3,400** per plan year to be used for medical, prescription drug, dental, and vision expenses for you and eligible dependents. Some eligible expenses include (but are not limited to) the following:

- ✓ Medical or Dental Deductibles and Coinsurance
- ✓ Office Visit and Prescription Drug Copays
- ✓ Orthodontic and Other Dental Work
- ✓ Eyeglasses and Contact Lenses
- ✓ Laser Eye Surgery
- ✓ Hearing Aids

DEPENDENT CARE FSA

You may elect an amount up to **$7,500** per plan year ($3,750 maximum per year if married and filing a separate tax return) and can be used for childcare for tax dependents under age 13, elder care, if they are a tax dependent, or care for a disabled child as long as expenses are incurred while you and your spouse work or attend school full time. Some eligible expenses include (but are not limited to) the following:

- ✓ Child Daycare
- ✓ Before and/or After School Care
- ✓ Adult Day Care
- ✓ Summer Day Camp (overnight camps not covered)



Flexible Spending Accounts (FSA)

WHY SHOULD I PARTICIPATE?

By setting aside pre-tax dollars to pay for out-of-pocket expenses you would normally pay for using after-tax dollars, you are reducing your "taxable income" because it reduces the amount of federal, state, and FICA taxes you pay. This means more take-home pay for you!

HOW DOES AN FSA WORK?

Your contributions are taken pre-tax and divided equally among pay periods. Funds can be used for expenses incurred from October 1, 2026, through September 30, 2027, but all claims should be submitted as soon as possible to ensure reimbursement.

Additionally, the IRS imposes some rules and restrictions on FSAs. Unused funds left in the account(s) from the previous year that are not used to reimburse expenses incurred by the end of the plan year are subject to the use-it-or-lose-it rule and are forfeited.

HOW WILL REIMBURSEMENTS BE ISSUED?

Reimbursements will be mailed as a check to your home address or issued as a direct deposit. You may also use the debit card at the point of purchase to access your FSA dollars.

CAN I CHANGE MY ELECTION DURING THE PLAN YEAR?

You may only change your annual election during the plan year if you experience a qualifying status change event. Qualifying status change events vary depending on the FSA you enrolled in. You must notify the Human Resources Department within 30 days of any status change event to change your election.



Voluntary Benefit Options for 2026-2027

GCPS offers additional benefits that employees may purchase through payroll deductions.

Vendor	Product	Highlights
securian FINANCIAL	**Term Life Insurance** *VRS Benefit* *Form requires employer signature* *Please see Rhonda Houchens*	• Attractive group rates • Coverage up to 8x your salary • Spouse and children eligible • Provides benefits for natural and accidental death or dismemberment.
TheStandard	**Whole Life Insurance**	• Age lock • Employees can elect up to $75k and spouses up to $10k • Child coverage up to $10k as term rider with conversion options at age 26
TheStandard	**Accident Insurance** *24/7 Coverage*	• Competitive rates • Fractures/Dislocations • Physician treatment • Benefits for injuries
TheStandard	**Cancer Insurance**	• Employee rates are the same regardless of age or tobacco usage • Age lock • Health questions for late entrants
Aflac	**Hospital Indemnity Insurance** **Critical Illness Insurance**	• The hospital plan is for a 24 hour admission and being billed a regular room. Maternity is under this benefit. • Critical Illness is a lump sum payment when diagnosed with a covered illness, please review the brochure for the list of covered diseases
Companion Life	**Short Term Disability Insurance** *HYBRIDS receive STD through VRS after 1 year and cannot enroll*	• No health questions, pre ex does apply • Income protection • Maternity benefits if delivery is after 10 months of effective date.
TheStandard	**Long Term Disability Insurance** *HYBRIDS receive LTD through VRS after 1 year and cannot enroll*	• Income protection • Up to 60% of salary • Pre-existing conditions not covered the 1st year
ARAG	**Legal Plan**	• Covers a wide range of legal needs • Wills and estate planning • Real estate and home ownership, • Debt related matters

Vendor	Product	Highlights
HealthEquity	**HSA, Health FSA, Dependent FSA**	• HSA contribution Limits $4,400 Individual and $8,750 Family, additional $1,000 for those age 55 and above • Health FSA contribution maximum $3,400 • Dependent Care FSA contribution maximum $7,500
petpartners	**Group Pet Insurance**	• Protect your furry family members. • Help employees with the financial burden of rising vet costs

GREENE COUNTY PUBLIC SCHOOLS

40 Celt Road ❖ Stanardsville, VA 22973 ❖(434) 990-9000 ❖(434) 985-4686 (fax)

Effective October 1, 2026, spouses of employees who have access to employer-sponsored health insurance coverage through their own employer will no longer be eligible for enrollment in the Greene County Public Schools health insurance plans. This eligibility change is designed to help Greene County Public Schools maintain sustainable and affordable health coverage for its employees and their families.

Employees seeking to enroll an eligible spouse in the Greene County Public Schools health plan must complete and submit a Spousal Coverage Affidavit. By selecting and agreeing to the applicable attestation within Employee Navigator, employees certify that their spouse meets all eligibility requirements for coverage under the Greene County Public Schools health plan and that the information provided is accurate and complete.

Greene County Public Schools reserves the right to request supporting documentation and verify eligibility information. Any misrepresentation or failure to disclose eligibility status may result in the denial or termination of coverage, subject to applicable plan provisions and governing regulations.

Additional Benefits

Life Insurance

Eligible VRS employees receive two times their annual salary in life insurance as part of their benefits package.

Short and Long Term Disability Insurance *HYBRIDS ONLY*

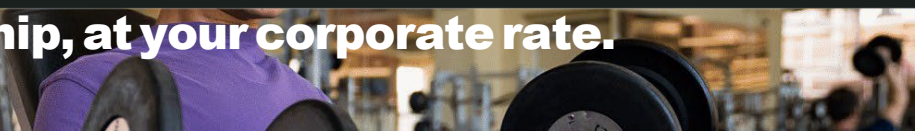
HYBRIDS under VRS are given short and long-term disability insurance after 1 year of employment. Plan 1 and Plan 2 do not receive this benefit but can elect it through our voluntary benefits program.

acac

CORPORATE MEMBERSHIP

FOR GREENE COUNTY SCHOOLS EMPLOYEES

Your acac membership, at your corporate rate.



Greene County Schools has arranged special corporate pricing at acac. Join at the Charlottesville clubs for the monthly rate below — with the enrollment fee waived and personal training included.

Charlottesville clubs: Downtown, Albemarle Square, Crozet, Crozet Park, Pantops, Adventure Central

YOUR CORPORATE RATE

INDIVIDUAL	COUPLE	FAMILY
$117	**$195**	**$231**
per month	per month	per month

Rates are per month. Corporate pricing is set by acac and Greene County Schools.

INCLUDED WHEN YOU JOIN

✓ **No enrollment fee**

The standard join fee is waived for corporate members — a savings of $100–200 up front.

✓ **Complimentary personal training**

Two complimentary Discover sessions with a certified trainer, about a $250 value, to start strong.

✓ **One-Day Pass for $10**

Not ready to commit? Come try acac for a day for just $10 first.

HOW TO JOIN

1. Visit any acac in Charlottesville — stop by the front desk or reach out ahead of time.
2. Let them know you work at Greene County Schools, and bring a recent pay stub or company ID to verify.
3. Pick your membership. Your corporate rate is applied and the enrollment fee is waived on the spot.
4. That's it — you're in, and your training sessions are ready when you are.

QUESTIONS?

Terry Lynch, Corporate Outreach Director · acac Fitness & Wellness
terryl@acac.com

Live your best.

acac Fitness & Wellness Centers

Resources

Employee Assistance Program (EAP) *1-855-223-9277*

Your **EAP** includes up to **4 free, confidential counseling sessions per issue** for you, your covered dependents, and members of your household. It's also a valuable source for information about emotional well-being, childcare, and elder care resources, financial and legal issues, and more. Tap into all your **EAP** has to offer at anthem.com/tlc. Choose the **EAP** link, enter **Commonwealth of Virginia** as your company, and select The Local Choice.

LiveHealthOnline.com

Use your smartphone, tablet, or computer to see a board-certified doctor in minutes-anytime, day, or night. **LiveHealth Online** is a fast and easy way to get medical care for common medical conditions like the flu, colds, allergies, sinus infections, and more. There will be no co-pay if you are enrolled in the KA 500, the KA 1000, or the HDHP plan. You can also see a therapist or psychologist through **LiveHealth Online Pyschology**. In most cases, you can get an appointment for counseling within four days or less. And now you can use **LiveHealth Online EAP** to access your 4 free EAP counseling sessions. Contact Anthem EAP to learn more. Go to livehealthonline.com or download the app so you'll be ready whenever you need these **LiveHealth Online** services.

Building Healthy Families

Future Moms is now Building Healthy Families. Building Healthy Families provides personalized, on-demand health support from preconception through early parenthood. Building Healthy Families is now available via the **Sydney Health app** and anthem.com. The program delivers access to educational articles, personalized digital notifications, videos, health track-ers, and personalized coaching via phone or chat. Building healthy families can provide useful resources according to each member's unique journey.

24/7 Nurse Line & Audio Health Tape Library *1-800-337-4770*

Sometimes you need health questions answered right away-even in the middle of the night. Call **24/7 NurseLine** to speak with a nurse. Or use the **Audio Health Tape Library** if you want to learn about a health topic on your own. Your call is always free and completely confidential.

Resources

ConditionCare *1-800-445-7922*

Take advantage of free and confidential support to manage these conditions:

- Asthma
- Diabetes
- Chronic Obstructive Pulmonary Disease (COPD)
- Coronary Artery Disease (CAD)
- Heart Failure
- High Cholesterol
- Hypertension
- Metabolic Syndrome
- Obesity

You may receive a call from **ConditionCare** if your claims indicate you or an enrolled family member may be dealing with one or more of these conditions. While you're encouraged to enroll and take advantage of help from registered nurses and other health care professionals, you may also opt out of the program when they call.

MyHealth Advantage

You may receive a **MyHealth Note** in the mail. It's our way of reminding you about important medical screenings and other medical reminders. It also gives you a convenient summary of your recent medical claims, prescriptions, and money saving health care tips.

Live Tobacco Free *1-855-223-9277*

Work directly with a coach and get encouragement to reach your tobacco cessation goals. You can setup a call or instant message with a coach by accessing the program through the Anthem EAP site. When you're ready to be tobacco free, you don't have to quit alone. Call or go to www.anthemeap.com, click Log in, enter *Commonwealth of Virginia* as the Company Code, and select *The Local Choice.* You'll find the Live Tobacco Free link on the menu to the right.



Important Notices

ID Cards

ID cards will be mailed in September. If you do not receive an ID card, please notify Rhonda Houchens.

Federal regulations require Greene County Public Schools to provide benefit eligible employees with the following notices:

Private Health Information

A portion of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) addresses the protection of confidential health information. It applies to all health benefit plans. Confidential health information that identifies (or could be used to identify) you is kept completely confidential. This individually identifiable health information is known as
"protected health information" (PHI), and it will not be used or disclosed without your written authorization, except as described in the Plan's HIPAA Privacy Notice or as otherwise permitted by federal and state health information privacy laws. A copy of the Plan's Notice of Privacy Practices that describes the Plan's policies, practices, and your rights with respect to your PHI under HIPAA is available from your medical plan provider. For more information regarding this Notice, please contact Human Resources or the medical plan directly.

Women's Health & Cancer Rights Act

The School's medical plan, as required by the Women's Health and Cancer Rights Act of 1998, provides benefits for mastectomy-related services. These services include:

- All stages of reconstruction of the breast on which the mastectomy was performed
- Surgery and reconstruction of the other breast to produce a symmetrical appearance
- Prostheses and treatment of physical complications resulting from mastectomy (including lymphedema)

This coverage will be provided in consultation with the attending physician and the patient and will be subject to the same annual deductibles and coinsurance provisions that apply to the mastectomy. For more information, contact your medical plan provider.

Summary of Benefits & Coverage (SBC)

Effective for plan renewals after January 1, 2012, the Patient Protection and Affordable Care Act requires employers that offer health coverage to provide a uniform Summary of Benefits and Coverage (SBC) to people who apply for and enroll in the health plan. This document contains the following:

- Overview of plan benefits, cost haring and limitations
- Required set of examples of how the plan works
- Phone number and internet address for obtaining copies of plan documents
- A standard glossary of medical and insurance terms must also be available

The SBC will be updated each plan renewal to reflect applicable plan changes and may be found on the GCPS website or in the Human Resource Office.

How to Enroll/Make Changes

- **All Greene County Public Schools employees are required to log in to Employee Navigator and either enroll in or decline benefits.** Health insurance rates have changed for the upcoming plan year, and every employee must complete the enrollment process. If you do not complete your elections by the close of business on Monday, August 17, you will not be enrolled in any benefits for the 2026-2027 plan year (this includes Medical, Dental, Vision, HSA, FSA, and Voluntary Benefits).
- Please contact Michelle Lawson with any questions on the voluntary benefits or Employee Navigator, MLawson@bostbenefits.com.
- On August 10 there will be individual advising sessions at William Monroe High School in the Digital Media Lab from 9:00 a.m. – 3:00 p.m. There will also be virtual advising sessions on August 6 from 9:00 a.m. – 12:00 p.m. Please use the following link to register for a virtual advising session: https://bookings.cloud.microsoft/book/VirtualAdvisingSessions@alkemeins.com. If you would prefer a phone consultation instead of a virtual meeting, please include your preferred contact number when scheduling your appointment.
- **The health care and dependent care FSA must be re-elected each year in Employee Navigator.**
- Login link for **existing employees**: www.employeenavigator.com/benefits/Account/Login
- Registration link for **new hires**: www.employeenavigator.com/benefits/Account/Register
    - Company Identifier: **GreeneCPS**
    - Benefits must be elected within the first 30 days of hire. Due to open enrollment timing, you must complete both new hire and open enrollment modules in Employee Navigator.

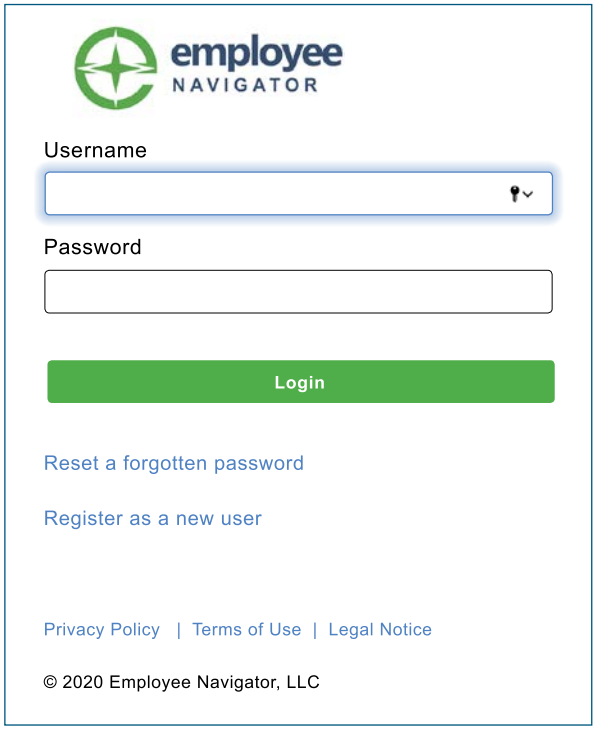
Please contact HR with any questions:

Rhonda Houchens
rhouchens@greenecountyschools.com
434-939-9016

How to register your account/log in Employee Navigator

1 Go to EmployeeNavigator.com/benefits/Login.aspx to begin your enrollment.

2 If it's your first time logging in to Employee Navigator, click on "Register as a new user."



3 You will be prompted to create a User Name and Password. (Your user name will default to the email address used to set up your account.)



4 Once you are registered, you will receive a confirmation page and email. You can log on to your account by clicking on the green "Login" button or by following the "Login" link from your confirmation email.

8 Easy steps to employee enrollment.

employee NAVIGATOR

1. **Let's begin your new hire enrollment!**

Log in to **employeenavigator.com*** per the instructions you have received from your HR administrator or other...

2. Click **Start**.



Then click **Begin Enrollment**

3. You will need to verify and enter some personal information for you and your dependents — Click **Get Started** then complete all required fields.

Verify all information is correct — Click **Save & Continue** when you are ready to proceed to the next section.

4. Add your dependents and their information.

5. If requested, provide any emergency contacts, employment documents, Medicare status, previous/current coverage and/or health information.

6. Take a moment to compare and view details of your available benefits.

To select your prefered choice, click **Select** or **Don't Want This Benefit?** to decline the benefit — Click **Save & Continue** when you are ready to proceed to the next benefit.

7. Finally, you will be shown a summary of your elected benefits and the total cost to you per pay period.

When you have reviewed and approve the enrollment summary, sign to complete your enrollment.



Elections will be finalized only after you sign and authorize your elections.

8. If you have any questions about your enrollment or would like to make changes, please contact HR.

Company Identifier:
GreeneCPS

*We recommend using either Google Chrome or Firefox as your browser for the optimal experience.