



School District 622

NORTH ST. PAUL | MAPLEWOOD | OAKDALE

Ready for tomorrow

PlanSource Online Enrollment Life Event

Per IRS rules, once you enroll in your benefits choices, your decisions remain in effect for the rest of the plan year. However, you can make certain changes during the year if you have a qualified life event.

The following are examples of changes in status or life events:

- Marriage, divorce, legal separation or annulment.
- You give birth to or legally adopt a child, you gain guardianship or a child is placed in your home for adoption.
- Your spouse begins/ends employment.
- You/your spouse experiences a change in employment status or work schedule that affects benefits (e.g. going from full-time to part-time or vice versa and taking or returning from an unpaid leave of absence).
- Your spouse's Annual Open Enrollment period
- Your dependent gains or loses coverage or satisfies or ceases to satisfy the eligibility requirements for the plan

Changes to coverage must be made **within 30 days** of the date of the Life Event and supporting documentation must be provided. Documentation may be provided through the online process or emailed to benefits@isd622.org.

*Changes made after 30 days and/or if supporting documentation is not received, the change will not be approved. You will then need to wait until the next Annual Open Enrollment period to change coverage.

EMPLOYEE LOGIN AND PROFILE SETUP

Single sign on employee login

When you're ready to choose your benefits, the first step is getting on the platform. Follow this link: [PlanSource Login](#)

Need help logging in? Reach out to benefits@isd622.org

Life Event Enrollment

If something changes in you or a family member's life, like getting married, having a baby, or losing other coverage, you may be able to update your benefits through a life event enrollment..

 **Would you like to report an important life event?**
(Birth/Adoption, Marriage, etc...)

Start Life Event

To get started:

1. From your benefits dashboard (home page), click **Start Life Event**.
2. Use the search bar to find the life event that applies to your situation, then select it.
3. Enter the date the life event occurred and add any helpful notes.

When you're ready, scroll down and click **Looks Good, Continue**.

The system will guide you through updating your benefits based on your life event.

Report A Life Event

Some changes in your life or employment can affect your benefits. For example, when you have a baby you may want to add him/her to your health coverage. Changes like these that are made outside of standard benefit enrollment are called Life Events. First, select the type of Life Event from t...

[Learn More](#)

Birth/Adoption/Gain Custody of Dependent

Congratulations and best wishes to you and the newest member of your family. Birth/Adoption/Gain Custody of Dependent are a qualifying changes in status, so you may make certain changes to your benefits. The coverage changes must be consistent with your change in status. Example: When you have a baby, you may change your medical coverage from single to family coverage.

Input the date of the life event and provide any relevant information for HR.

Life Event Date*

Notes

You may need to provide documentation as proof depending on the life event.

Looks Good, Continue

Profile

As part of your benefits enrollment, you'll start by reviewing your profile. This is your chance to make sure everything looks right before moving forward.

You'll first have the option to choose an avatar or upload a profile picture. This step is totally optional, so feel free to skip it if you'd like. Just click **Let's Continue** when you're ready.

Next, you'll be asked to check your personal details, like your name, address, and contact info.

If something looks off, just click the **Edit Info** button to make changes.

Need to update anything else? Don't hesitate to reach out!

Once everything looks good, click **Save** at the bottom of the page. Then click **Let's Continue** to move on to the next step.

Basic Information		Personal Information
First Name	John	Birthdate
Middle Name	—	06/11/1978
Last Name	Jameson	Gender
SSN	***-**-**** Show SSN	Male
Contact Information		Marital Status
Address 1	1925 Liberty Lane	Married
Address 2		Preferred Language
		English (US)
		Other
		Hire Date
		04/10/2026
		Location
		1

EMPLOYEE LOGIN AND PROFILE SETUP

If you want to enroll your spouse, children, or other eligible dependents in any benefits, you'll need to add them to your profile first.

1. On the Manage My Family page, click **+ Add Family Member**.
2. A form will pop up. Just fill in your family member's information and click **Save**.
3. Repeat this step for each person you want to add.

Once personal information has been reviewed and all family members have been added, you can now begin shopping for benefits by clicking **Let's Continue**.

The screenshot shows the 'Manage My Family' page with a progress bar at the top: PROFILE (active), BENEFITS, DETAILS, and REVIEW. The main heading is 'Manage My Family'. Below it, a message states: 'Dependents must be listed on this page to be enrolled in coverage. You may: • Add New Dependents...'. There are two buttons: 'Learn More' and '+ Add Family Member'. At the bottom of the page, there are two tabs: 'MY PROFILE' and 'MY FAMILY'. A red box highlights the 'Let's Continue →' button at the bottom right.

The 'Add Family Member' modal is open on the right. It has a close button (X) at the top right. The title is 'Add Family Member'. Below the title, a note says: 'By adding a dependent, you confirm their status as a legal dependent eligible for benefits under one or more of your available plans.' The modal is divided into two sections: 'Your Display Picture' and 'Basic Information'. The 'Your Display Picture' section has a placeholder for a profile picture, an 'Upload Picture' button, and a 'Select Avatar' link. The 'Basic Information' section has a 'First Name*' field and a 'Middle Name' field. At the bottom right of the modal are 'Close' and 'Save' buttons.

Understanding the enrollment dashboard

At the top of the screen, you'll see links to the main sections: Profile, Benefits, Financial, and Details. You can click any of these at any time to go back and review or update your information.

After you've made all your benefits selections, you'll be able to return to the final review stage, just click on **Details**.

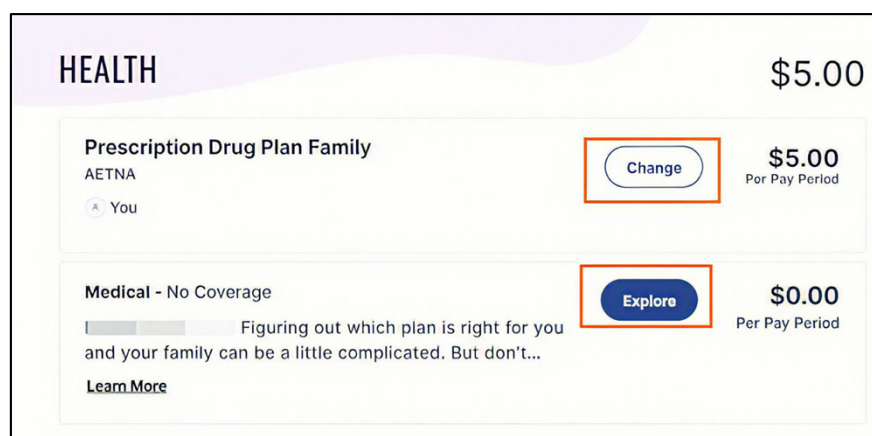


You'll also notice a running total of your benefit costs in the top right corner. This updates in real time as you make your selections.



As you view your benefits, you'll see one of two buttons next to each plan:

- **Explore** means you need to take action. To either enroll in or decline that benefit before you can move forward.
- **View/Change** means you've already made a selection. You're not required to review it again, but you can update your choice if you'd like.



The Benefits list shown below is a sample only and may not exactly match your Benefits list.

● PROFILE

● BENEFITS

● DETAILS

● REVIEW

Select Your Benefits

Your benefit enrollment is a step-by-step process that will allow you to review information for each benefit and then decide what level of coverage you would like to enroll in. You will be able to see your per pay period cost along the way and at the end you will receive a confirmation statement listing all your elections. This statement can be printed for your records or emailed to a specified address.

[Learn More](#)

BENEFITS

\$0.00

Medical - No Coverage School District 622 offers a Traditional co-pay plan and two High Deductible health... Learn More	\$0.00 Per Month Explore
Dental - No Coverage School District 622 provides dental coverage through Delta Dental. Please... Learn More	\$0.00 Per Month Explore
Flexible Spending Account - No Coverage A Health Flexible Spending Account (FSA) is a great idea to save a bit of money whi... Learn More	\$0.00 Per Month Explore
Dependent Care Reimbursement Account - No Coverage How Does a Dependent Care Reimbursement Account Work? A... Learn More	\$0.00 Per Month Explore

EMPLOYEE BENEFIT SHOPPING EXPERIENCE

As you move through your enrollment, each benefit section will unlock one at a time. You'll start with Health, Dental, Employer-Paid, Life and Disability, and finally Other benefits. This step-by-step approach helps ensure you don't miss anything important and gives you the flexibility to make changes if needed.

At the top of each benefit page, you'll see which family members are currently selected to be covered. If someone listed shouldn't be included in that specific benefit, just uncheck their name. The system will automatically update your coverage level based on who's selected.

The screenshot displays the 'Medical' section of the benefit shopping interface. At the top, a navigation bar includes 'PROFILE', 'BENEFITS' (active), 'DETAILS', and 'REVIEW'. Below this, a 'Back' link is visible. The main heading is 'Medical'. A paragraph explains that School District 622 offers a Traditional co-pay plan and two High Deductible health plans, administered by BlueCross BlueShield. A 'Learn More' button is provided. The 'Who's Covered (3)' section shows three family members: 'You', 'Tomas (56)', and 'Vito (8)', each with a checkbox. The 'Coverage Level' is set to 'EMPLOYEE + FAMILY'. Two plan options are presented: 'Copay Plan' and 'HSA Plan'. Each plan card shows a monthly cost, a 'View Plan Details' link, and a note about HSA eligibility. The 'Copay Plan' has a monthly cost of \$2,450.59 and includes a table for Medical Deductible and Medical OOP Max. The 'HSA Plan' has a monthly cost of \$1,568.02 and includes a similar table. Both plans have 'Choose Plan' and 'Add to compare' buttons.

Plan	Medical Deductible	Medical OOP Max
Copay Plan	\$400 Individual / \$1,000 Family (IN-NETWORK)	\$700 Individual / \$1,400 Family (IN-NETWORK)
	\$800 Individual / \$2,000 Family (OUT-OF-NETWORK)	\$1,050 Individual / \$2,100 Family (OUT-OF-NETWORK)
HSA Plan	\$3,400 Individual / \$6,800 Family (IN-NETWORK)	\$3,400 Individual / \$6,800 Family (IN-NETWORK)
	\$3,400 Individual / \$6,800 Family (combined) (OUT-OF-NETWORK)	\$6,800 Individual / \$13,600 Family (OUT-OF-NETWORK)

Take your time exploring each option. The platform is designed to guide you through the process and help you make confident choices that fit your needs.

EMPLOYEE BENEFIT SHOPPING EXPERIENCE

When enrolling in a benefit, you'll be able to see all available plan options. You can view plan details to learn more about each one and compare them to see how plans stack up side by side.

Once you've found the plan that works best for you, click **Choose Plan** to make your selection.

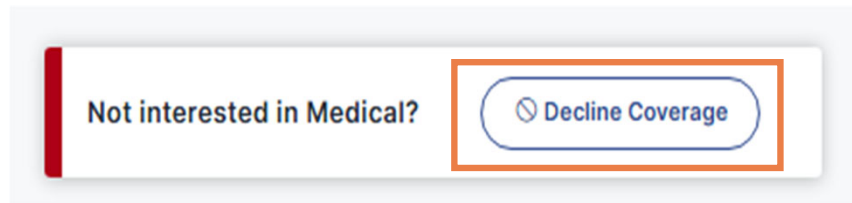
The screenshot displays a web interface for selecting a health plan. It features two main sections: 'HSA Plan' and 'ACA Plan'. Each section shows a monthly premium, a 'View Plan Details' link, and a 'Choose Plan' button. The HSA Plan is highlighted with an orange border around its 'Choose Plan' button. Below the ACA Plan section, there is a 'Not interested in Medical?' section with a 'Decline Coverage' button.

Plan Type	Monthly Premium	Medical Deductible (In-Network)	Medical Deductible (Out-of-Network)	Medical OOP Max (In-Network)	Medical OOP Max (Out-of-Network)
HSA Plan	\$1,568.02	\$3,400 Individual / \$6,800 Family	\$3,400 Individual / \$6,800 Family (combined)	\$3,400 Individual / \$6,800 Family	\$6,800 Individual / \$13,600 Family
ACA Plan	\$1,211.79	\$6,400 Individual / \$12,800 Family	\$6,800 Individual / \$13,600 Family	\$6,400 Individual / \$12,800 Family	\$9,950 Individual / \$19,900 Family

Not interested in Medical? [Decline Coverage](#)

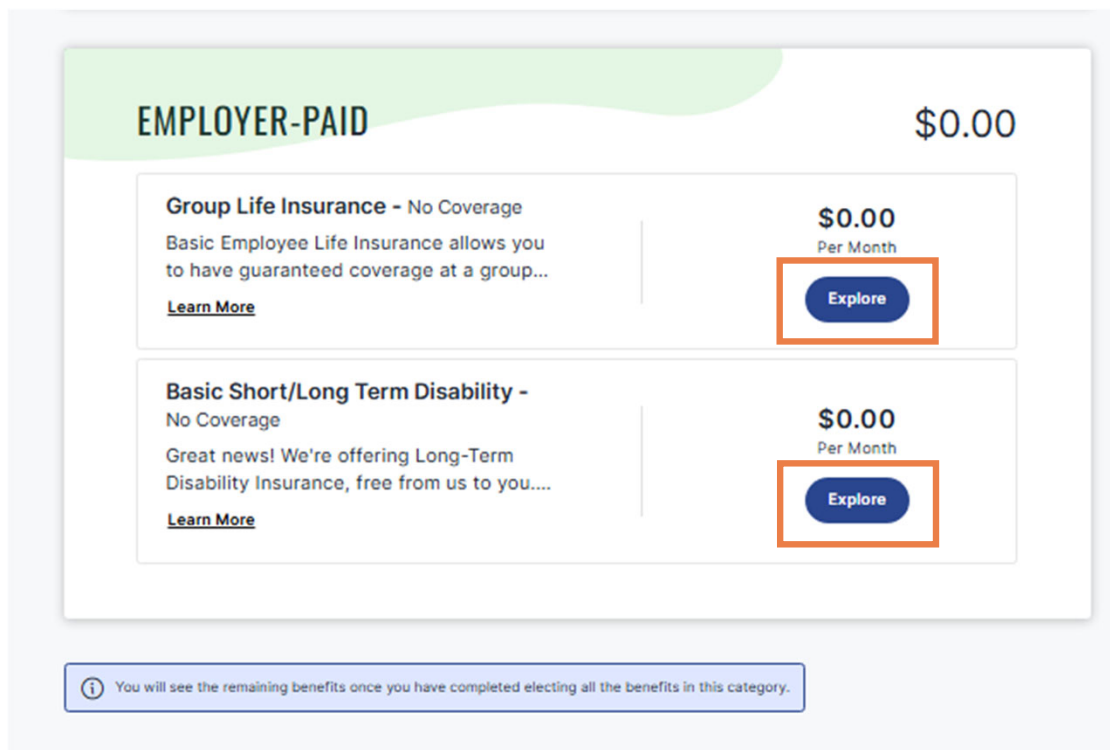
EMPLOYEE BENEFIT SHOPPING EXPERIENCE

If you don't want to enroll in a particular benefit, that's okay! Just click **Decline Coverage**.



You'll go through each benefit listed on your dashboard and either enroll or decline. This step is required before you can move forward.

You may also see some employer-paid benefits (these are benefits your company provides at no cost to you). If so, click **Explore** to review and acknowledge your enrollment in those plans.



EMPLOYEE BENEFIT SHOPPING EXPERIENCE

Once you've made your selections, the **Let's Continue** button will become active. Click it to move on to the final steps of your enrollment.

This page includes additional benefits such as Life, Disability, and Flexible Spending Account.

The screenshot displays a web interface for selecting employee benefits. At the top, a progress bar shows four steps: PROFILE (checked), BENEFITS (active), DETAILS, and REVIEW. The main content is divided into two sections: 'LIFE AND DISABILITY' and 'OTHER BENEFITS'. The 'LIFE AND DISABILITY' section has a total cost of \$0.42. It contains two benefit cards. The first card, 'Supplemental Life 3X Salary' by Madison National, shows a start date of 7/1/2026, a cost of \$0.00 per month, and a 'View / Change' button. Below this card is an orange warning box stating: 'You have requested coverage of \$150,000.00. Of this amount, \$150,000.00 is subject to approval. If approved, your cost will increase by \$24.00'. The second card, 'Dependent Life 1K' by Madison National, also shows a start date of 7/1/2026, a cost of \$0.42 per month, and a 'View / Change' button. The 'OTHER BENEFITS' section has a total cost of \$0.00 and contains one card for 'Legal - No Coverage', which offers a dedicated legal team and includes a 'Learn More' link and an 'Explore' button. A blue information box at the bottom states: 'You will need to complete your elections for all the benefits in this page before moving to the next section.'

PROFILE — BENEFITS — DETAILS — REVIEW

LIFE AND DISABILITY \$0.42

Supplemental Life 3X Salary
Madison National
Start Date: 7/1/2026
You
Coverage Amount: \$0.00
\$0.00 Per Month
[View / Change](#)

You have requested coverage of \$150,000.00. Of this amount, \$150,000.00 is subject to approval. If approved, your cost will increase by \$24.00

Dependent Life 1K
Madison National
Start Date: 7/1/2026
Tomas Vito
Coverage Amount: \$1,000.00
\$0.42 Per Month
[View / Change](#)

OTHER BENEFITS \$0.00

Legal - No Coverage
This unique opportunity to have a dedicated legal team at your disposal....
[Learn More](#)
\$0.00 Per Month
[Explore](#)

You will need to complete your elections for all the benefits in this page before moving to the next section.

You'll need to review each one:

- If you see **Explore**, that means you need to either enroll in or decline that benefit before moving forward.
- If you see **Change**, you're already enrolled, but you can still make updates if you'd like.

Take your time reviewing everything. Once you've made your selections, you're almost done!

EMPLOYEE BENEFIT SHOPPING EXPERIENCE

For certain benefits like Flexible Spending Accounts, you'll be asked how much you'd like to contribute.

You can use the buttons labeled Annual, Per Month, or Maximize My Contribution to help you decide what works best for your budget. Once you enter your contribution amount, the system will automatically calculate your Total Annual Contribution. If your employer contributes to the benefit, that amount will also be shown.

When you're happy with your selection, click **Looks Good, Continue** to return to the contributions page.

Once you've enrolled in or declined all benefits in each category, the **Let's Continue** button will become active. Click it to move forward to the Benefit Details & Review section of your enrollment.

If you want to go back and review or change anything before continuing, just click on the blue tiles at the bottom of the screen.

If you make changes to your elections, like increasing coverage or changing who's covered, you may be prompted to revisit earlier sections. This ensures your selections remain accurate and eligible based on updated information, helping you avoid any surprises during final review

Beneficiaries

If you're enrolling in benefits like life insurance, you'll need to add at least one beneficiary. This is the person who would receive the benefit if something were to happen to you.

To get started, click on the **0/# Complete** link next to the benefit. Then:

1. Click **+ Add Beneficiary** to enter your primary beneficiary's information.
2. You can also add a secondary beneficiary if you'd like. This person would receive the benefit if your primary beneficiary is unavailable.
3. Make sure the total percentage you assign to your beneficiaries adds up to 100% for each benefit.

Once you've added your beneficiaries, click **Save**.

You're ready to move on to the final steps of your enrollment by selecting **Looks Good, Continue**.

ENROLLMENT DETAILS

Review and checkout

This is your chance to review all your benefit choices and make sure everything looks right before submitting.

Review

Almost Done!

Each benefit election you have made is listed below.

- You can make adjustments to your plan selections until your enrollment period is closed which is indicated to the right under "days left." If you need to adjust your elections, click Step 3: Your Benefits L...

Learn More

Your cost Per Pay Period: \$1,747.21

\$1,747.21
Per Pay Period

Health \$53.08

PPO
Baylor Scott & White
Start Date: 9/29/2025 | Last Updated: 9/29/2025

\$46.15
Per Pay Period
View / Change

Checkout →

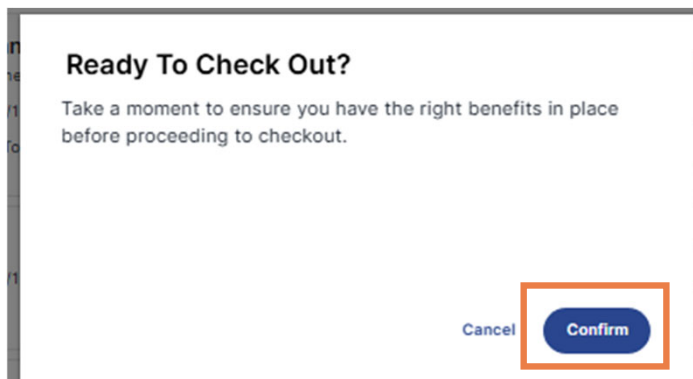
Double-check your plan selections and the total cost of your benefits.

If you want to make a change, just click the **Change** button next to the benefit you'd like to update.

You've reviewed your benefits, now it's time to check out and lock in your choices. When everything looks good, scroll to the bottom of the page and click **Checkout**.

ENROLLMENT DETAILS

A pop-up will appear asking you to confirm your selections. If everything is correct, click **Confirm** to complete your enrollment.



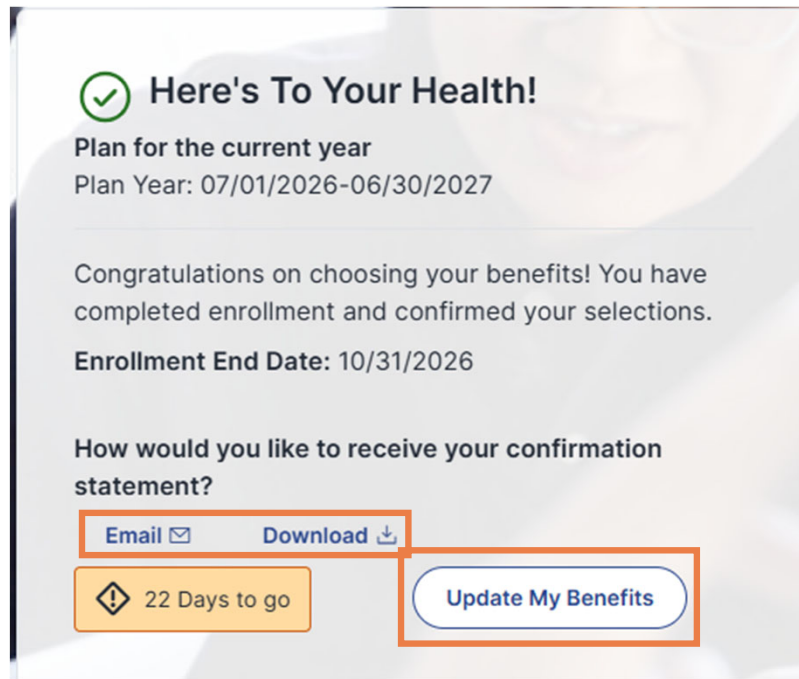
If you missed anything, like a benefit you didn't explore or a required field you didn't complete, you'll see a message letting you know what still needs attention. Just follow the prompt to go back and finish that section.

Once all your benefits have been selected or declined and everything is complete, your enrollment will be finalized. Great job!

Once you've submitted your benefit elections, you may be directed to a To-Do List with follow-up items that need your attention. This will help you stay on track, you'll see a banner at the top of the page explaining why you're here instead of the home dashboard. Follow any listed instructions to complete your enrollment. You can always return to the Home page when you're done.

ENROLLMENT DETAILS

From the home screen, you can email or download a copy of your benefit elections.



You may make changes to your elections within your new enrollment period, by clicking on **Update My Benefits**.

WHAT HAPPENS NEXT?

Your enrollment will be reviewed, approved and communicated to the insurance companies. If applicable:

- You will receive a medical and/or dental ID card with 14-21 days of completing your enrollment.
- There is not a card for the vision coverage. The eye clinic will verify coverage directly with VSP.
- You will receive information from MEDSURETY within 21 days if you enrolled in the flexible spending (medical or dependent care), VEBA health plan or HSA health plan/
- Paycheck deductions will appear or be adjusted within two paychecks.

If you have any questions, please contact the Benefits Office at benefits@isd622.org or (651) 748-7492.