

HOW TO ENROLL ONLINE WITH BENEFITFOCUS

To enroll benefits online with **BenefitFocus**, you must access District Single Sign-On **MyPortal.fhda.edu**. This option is available under both FACULTY and STAFF sections.

The logo for Benefitfocus, with the word "Benefitfocus" in a bold, black, sans-serif font. The letter "i" in "focus" has a small blue dot above it. A vertical grey line is positioned to the right of the text.

Health
Benefits
Online
Enrollment

To enroll benefits for Plan Year 2022, Click **“Get Started”**

1. Review personal profile for correctness.
2. Set your Communication Preference: Consent to receive e-Communication from Benefitfocus and FHDA. (Note: this section cannot be skip)
3. Elect methods to use for Benefitfocus and FHDA communication: Email and/or text message.
4. Continue to next step: Review your current dependents for accuracy with option to add new dependent.

NOTE: *Ineligible dependents cannot be removed (i.e. overage child or ex-spouse). They must be maintained for historical records.*

5. If you and/or anyone of your family member are 65 or older, please affirm that you have Medicare eligibility for coordination of benefits (Answer YES or NO). If you answer is yes, then click on the name of the individual covers by Medicare and complete the details (You will need Medicare ID for fulfillment).
 - If you are yet to turn 65 by January 1, 2021, or at the time of enrollment, then you can skip this section by clicking NO. You may supplement your records later when you have enrolled and received new Medicare ID card for Part A.
 - If you are 65 or older, and currently enrolled in Medicare, then you can fill in Medicare Premium-free for Part A information and skip Medicare Part B.

6. To elect Open Enrollment Benefits for Plan Year 2022 – click **“Begin enrollment”**.

7. You must read **Legal Compliance and Authorize Payroll Deduction**. Click **"Next"** to affirm that you have reviewed and understand the **Disclosures and Privacy Notices** regarding information about your elections and authorize the District to take payroll deductions (if any) for the benefits you selected. You also authorize the Benefits Office to send necessary personal information to your selected providers to initiate and support your coverage. You consent the use of Online Benefits Enrollment Authorization. Note: Your electronic authorization has the same legal and binding effect as signing your name. Now, you may start online election.

8. When adding new dependent, be sure to activate benefits by clicking on his/her names for each type of benefits.

9. Once you complete the CORE benefits (sections 1-10), you must click **"SAVE"**, you may log out and your selections will be partially stored. Thereafter, you will be asked to complete the voluntary benefits segment of the election including FSA program, Supplemental Life, Buy-Up LTD, Critical Illness, Group Accident, and Legal Plan.
 - If you do not want to enroll in a certain type of benefits, you must click **"DECLINE"** to proceed with the next steps to complete your election.
 - Should you decide to change your earlier elections, the systems allow you to return and make changes prior to the Open Enrollment deadline of **October 15, 2021, 5pm**.

10. When apply for additional voluntary benefits such as Supplemental Life, Buy-up LTD, you must complete the Hartford's Evidence of Insurability (EOI) application form and submit it to MyBenefits@fhda.edu for further processing. Hartford, not FHDA, reserved the rights to determine the underwriting process.

11. To finalize your election, you must do the following:
 - Click **"COMPLETE ENROLLMENT"**
 - If you have added new dependent, you must upload all required documents such as Marriage Certificate, Birth Certificate or Passport, Social Security Cards, plus CalPERS Form HBD-12 online no later than the deadline of Friday, October 15, 2021, 5pm (no exceptions!)
 - Download a copy of **Benefit Details Report** and save it on your desktop for your records. If you missed this opportunity, you may look for this document under **Employee Reports**.

Helpful hint: By clicking on the Shopping Cart in the upper right corner of the online enrollment page, you can see a summary of your purchase as you go along.

For technical assistance, please call Benefitfocus at 1-877-736-8082, Monday-Friday, 8am-9pm EST.

For employee assistance with online enrollment, you may request help by sending us an email to MyBenefits@fhda.edu.