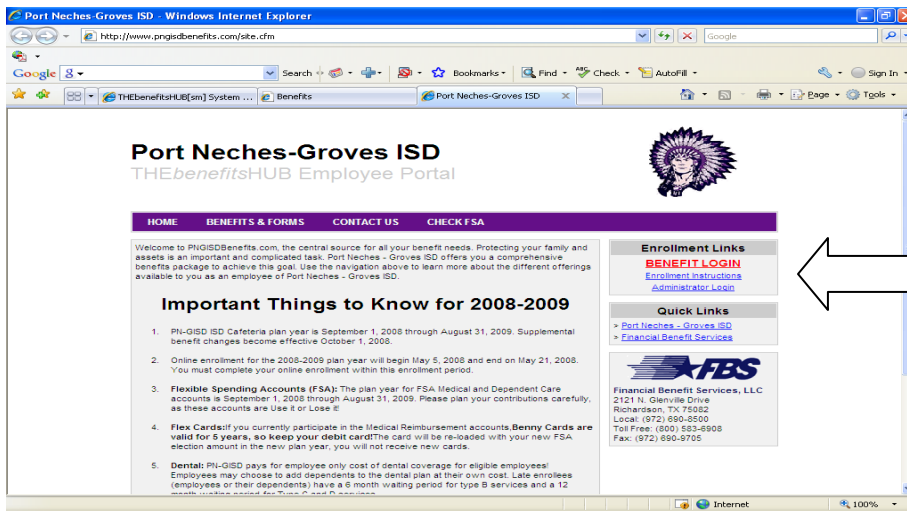


PN-GISD 2010-2011 Annual Enrollment Instructions

Through **THEbenefitsHUB**, you have access to your benefits information 24 hours a day, 7 days a week, at the click of a computer key. You can access this information from anywhere that you have access to the Internet... your home, classroom, Internet Café or any mobile Internet Device.

1. Go to www.pngisdbenefits.com
2. Click on the **ONLINE ENROLLMENT LOGIN** link on the navigation menu bar:

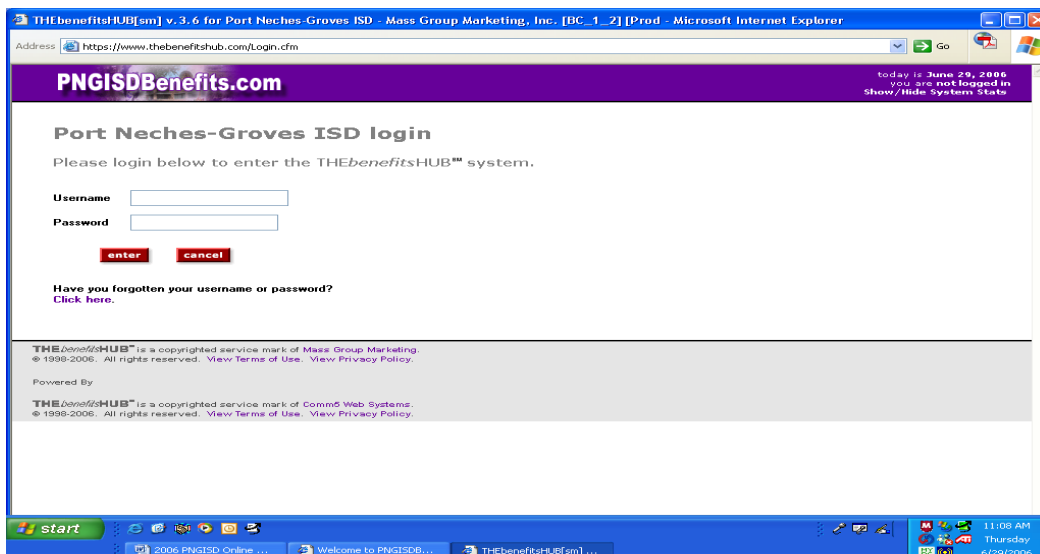


3. You will be prompted to enter a username and password. First-time entering: Your username is the first six letters of your last name, the first initial of your first name and the last four digits of your social security number. Your password will be your last name (excluding punctuation followed by the last four digits of your social security number.

Example: Jane Smith – username: smithj1234 password: smith1234

John Williams – username: williaj1234 password: williams1234

Click on **enter**.

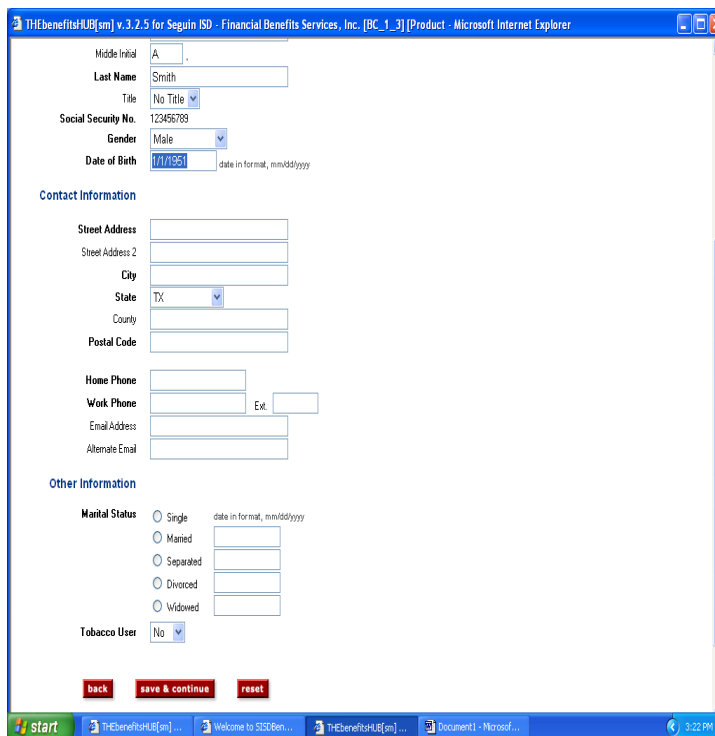


NOTE: Second or more time login: Your username is the first six letters of your last name, the first initial of your first name and the last four digits of your social security number. Your password will be the new password assigned by you when you entered the site the first time.

- 4. Employee Usage Agreement: Read the usage agreement and click **Continue**.
- 5. First-time Login only – You will be prompted to change your password. Password must be six characters long and cannot include special characters or spaces. Enter the new password again to confirm. Click **save & continue**

Record your Username: _____
Password: _____

- 6. Your personal information screen will appear. Check the spelling of your name; verify your address and other personal information found on this page. You will be required to fill in any field that has the description in bold. The effective date is the current date. (The page will remind you to include the effective date and automatically stamp the date when you click **save & continue**.) Click **save & continue**.



7. The next screen will show any dependents (spouse or children) you have previously included on your insurance coverage(s). Click on the pencil icon to check and edit dependent information. Make sure to check each dependent's date of birth and gender and full time student status.

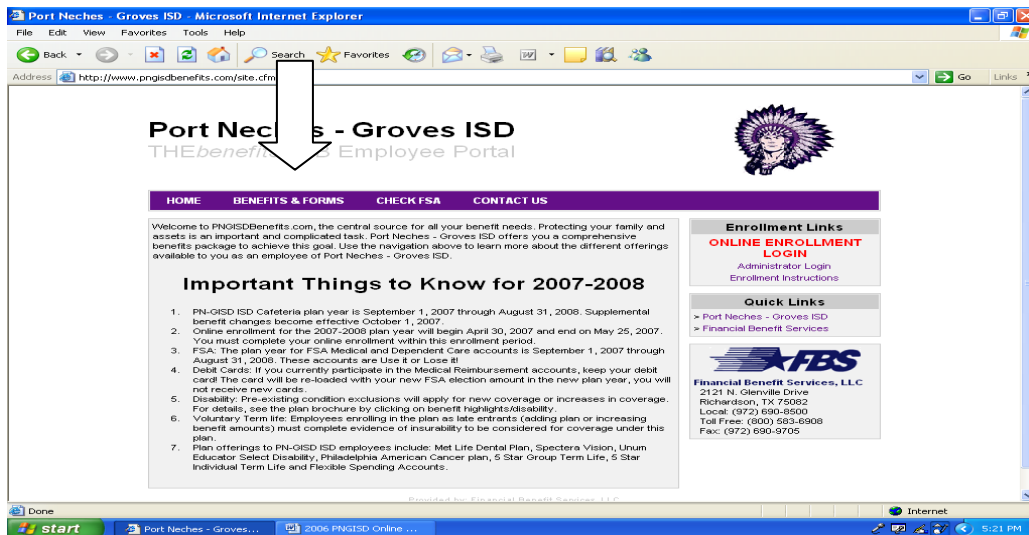


Please obtain social security numbers for dependents you plan to cover prior to beginning your enrollment. Click on the pencil icon on the dependent screen to add SSN to all your listed dependents.

If you need to add new dependents (either a new spouse entry or new child entry), click on the red **click here** link to add a child/spouse dependent.

8. Once you have finished verifying all dependent information, click **save & continue**.
9. The next series of screens deal with voluntary insurance products. If you feel like you need to talk to a representative, you can call 800.583.6908 or visit with your Benefits Administrator, Becky Romero at PN-GISD.
10. Continue through each screen making your choices for voluntary insurance products.

At any time if you would like more information on a certain product, remember to go to www.pngisdbenefits.com. Click on the **Benefits and Forms** link to view any of the voluntary product information.



11. Once you have navigated through the different voluntary products, you will see a consolidated enrollment form page:

THEbenefitHUB[em] v.3.2.5 for Seguin ISD - Financial Benefits Services, Inc. [BC_1_3] [Product - Microsoft Internet Explorer

consolidated enrollment form

Click the print button below to print this page for your records. Individual enrollment forms may also be printed by following the instructions at the bottom of this page.

Personal Information [Click here to edit](#)

Joe A. Smith 12221 E. Kingsbury St. seguin, TX 78155 830-372-5771 [home] 830-372-5771 Ext. 60221 [work]	Social Security No. 123-45-6789 Date of Birth 1/1/1952 Gender Male Marital Status Married on 6/18/1983 Tobacco User No
--	---

Dependents [Click here to edit](#)

Spouse Smith [spouse] 12221 E. Kingsbury St. seguin, TX 78155 830-372-5771 [home]	Social Security Number --- Date of Birth 1/1/1952 Gender Female Tobacco User No	Employment Information Not specified No spouse employee information
Boy Smith [child] 12221 E. Kingsbury St. seguin, TX 78155	Social Security No. --- Date of Birth 9/27/1986 Gender Male This child is my Natural child since 9/27/1986 Child has resided here since 9/27/1986 Marital Status Single Has there been a court decree issued regarding Financial Support? No Has there been a court decree issued regarding Insurance Coverage? No What percentage of support do you provide this child? 0% As of what date? --- Qualified Medical Support Order No Is child claimed on Federal Taxes? Yes Indicate whether college-aged child is a student Not in school	

Beneficiary Information [Click here to edit](#)

No beneficiaries have been entered

start | welcome to ISD[em] | THEbenefitHUB[em] | Online Enrollment - [N]

Review the consolidated enrollment form to make sure all of your coverage choices have been recorded correctly for the new plan year beginning 9/1/10 (insurances changes other than for TRS-ActiveCare medical and Flexible Spending Accounts are effective 10/01/10).

12. When you have reviewed the consolidated enrollment form, click the **PRINT** button. **Print and sign a copy of your consolidated enrollment form for PNGISD and send/submit it to Becky Romero in the Benefits Office.**

13. **REMEMBER:** Any required paper enrollment forms for new enrollments or changes must be turned in to your benefit administrator, Becky Romero, for processing to the insurance carrier or your request cannot be processed (cancer and life applications).

14. Click on the **FINISHED** button at the bottom of the page. You will then be taken to the employee menu page. From this page you can make changes to your personal information, your dependent information or change the choices you have made for your coverage(s).

15. When you are finished, click the **logout** option on the top right hand of the screen. **Very important**---remember you can logout anytime you want to leave the screen and come back later. It is always located on the top right hand of the screen. You may have to scroll up to find the logout option, if you cannot see it.

THEbenefitHUB[em] v.3.6 for ABC Demo Company - Mass Group Marketing, Inc. [BC_1_3] [Production - Microsoft Internet Explorer

https://www.thebenefitHub.com/Employee/index.cfm?Message=Enrollment+complete

logged in as ABC Demo Company employee
Home / Home System State

Home Logout

enrollment complete.

employee menu

Welcome, J. Testy Test. Please select an option or choose from the menu below:

Make selections in upcoming plans during your company's open enrollment.
View your current elections.
Add a spouse.
Add a child dependent.

personal information dependent information benefits plan information company communications

Profile Information
Update Directory
Change Password
Forms/Loadings

start | Internet | 2:56 PM | Tuesday, 9/30/2006