

# TIME TO ENROLL IN BENEFITS

Annual Enrollment for 2020-2021 benefits starts **August 17** and ends **August 31**

We understand the important role that benefits play in the lives of you and your family. You have an opportunity during Annual Enrollment to make changes to your benefits package to ensure you and your family have the right coverage. Most of your benefits renew on October 1, 2020 and continue through September 30, 2021\*.

## Here's what you need to do during Annual Enrollment:

- If you want to keep the benefits you currently have, you do not have to enroll. You will have the same benefits you had for this year **with the exception of your Flexible Spending Account (FSA) or Health Savings Account (HSA) elections** — those will NOT roll over to 2020-2021.
- Review details about your coverage options in the Benefits Guide available <https://content.schoolinsites.com/api/documents/0e95b27fdcab4f3bb763bd0d6fc79351.pdf>
- **Don't miss the deadline! Enroll between August 17 and August 31, 2020.** If you want to change any of your benefits or contribute to a **HSA and/or FSA**, you must take action. See the instructions for how to enroll on the next page.

\* Please note that dental & vision deductibles/maximums reset on January 1 instead of October 1 and run through December 31

If you have questions, contact **Donna Welz** at [welzd@jenningsk12.org](mailto:welzd@jenningsk12.org).



# STEPS TO ENROLL

Make your benefit elections online from **August 17 to August 31**

## HOW TO ENROLL IN YOUR BENEFITS



### Go to

<https://compass.empyreanbenefits.com/CSDTRUST>



**Elect the benefits you want.** Be prepared to provide eligible dependents' and beneficiaries':

- Full names
- Dates of birth
- Social Security Numbers

Be sure to have the documents ready to upload for dependent verification as well.

**NOTE:** Your Plan may require you to complete an Evidence of Insurability (EOI) during the enrollment process.



### Register for an account or login.

You only register once. If you registered last year, login with your user ID and password.

If you need to register, enter your first and last name (as filed with the district), date of birth and Social Security Number. Then create a new User ID (personal email address, for example) and a password with at least:

- Eight characters
- One letter
- One number
- One symbol (i.e., \* & + # \$).

Follow the rest of the instructions to complete your account set-up.



**Save or submit your elections.** To know if you completed enrollment, look for a green checkmark and message that says your benefits are confirmed and ready to take effect when Annual Enrollment closes.



**Print a copy** of the final confirmation summary and confirmation number for your records.

If you have any questions, contact the  
Benefits Service Center at 833-269-2142.