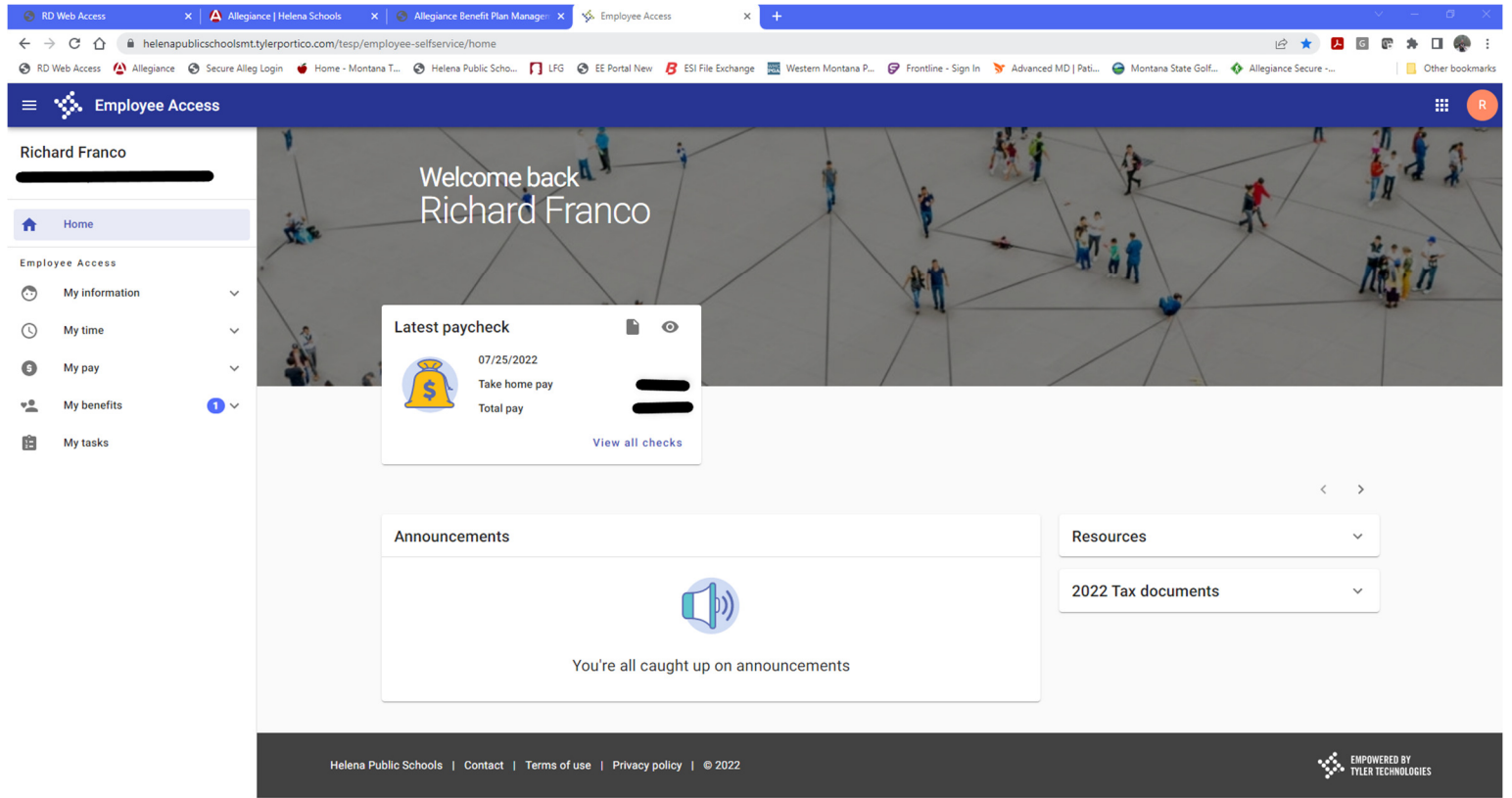


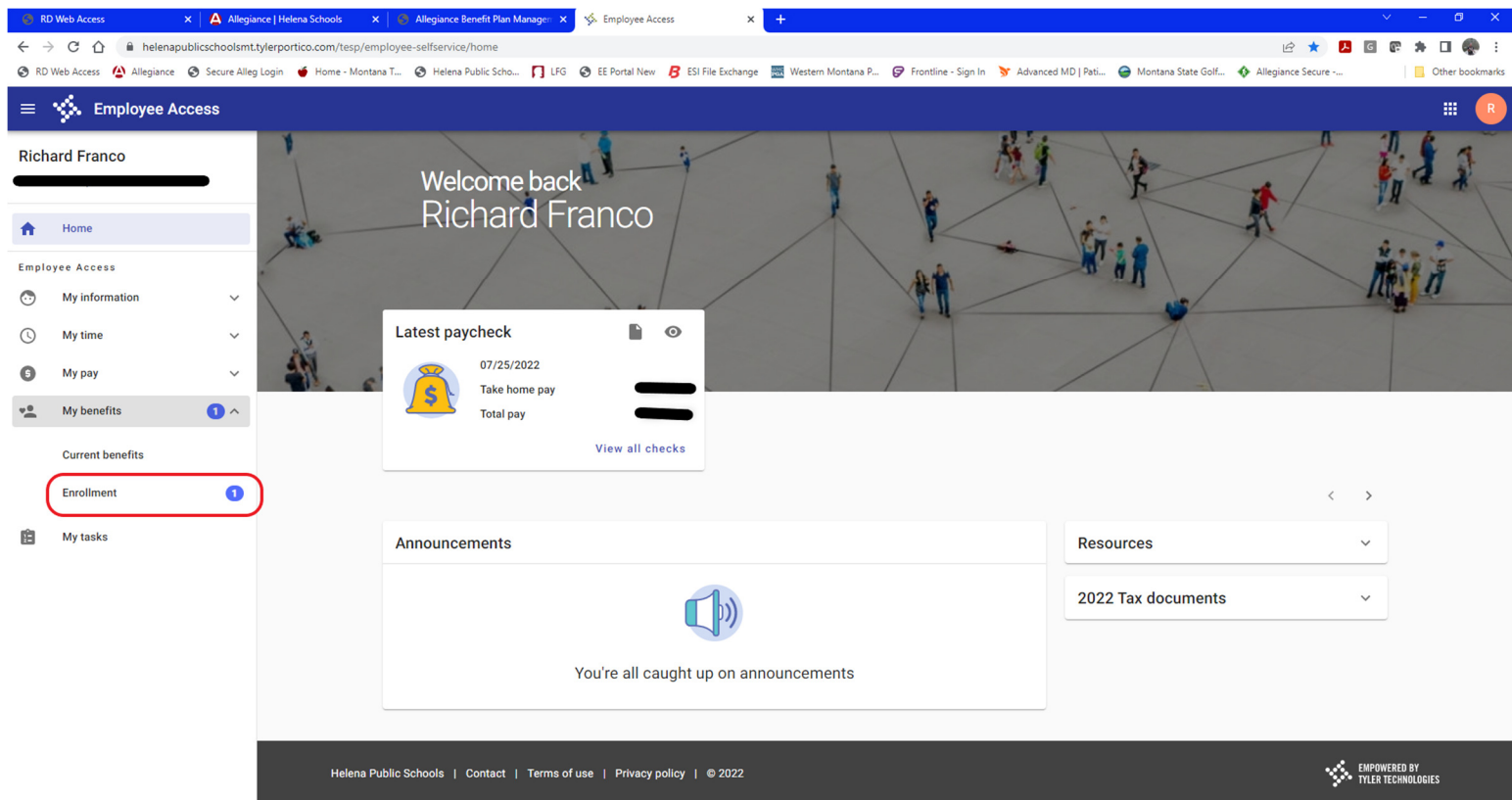
HEALTH BENEFITS ENROLLMENT

Step 1: Log into the Employee Access/Portal: <https://broker.tyleridentity.com/>

Step 2: Click on “My Benefits” on the menu on the left, it should have a blue 1 for a task you need to complete.



Step 3: Click on “Enrollment”



Step 4: You will need to read the “Welcome” section and then scroll down to go through your elections

The screenshot shows the 'Employee Access' portal for Richard Franco. The main content area contains a welcome message for the 2022-23 Benefit Enrollment Portal, stating that coverage begins on October 1, 2022, and continues through September 30, 2023. It includes important instructions about logging out, benefit election completion, and cafeteria benefit details. A red arrow points to the 'Benefit selection' section, which contains a table with three rows: 'Summary of Benefits', 'Employee Handbook', and 'Key Job User Agreement'. Each row has a 'Make selection' button and indicates 'No selections made'.

Welcome to the 2022-23 Benefit Enrollment Portal. The Helena School District #1 is pleased to offer you a comprehensive package of insurance benefits from which to choose. This Plan Year Coverage will begin October 1, 2022 and continue through September 30, 2023.

You may log out during your enrollment process at any time and any selections you have made will be saved until you complete your enrollment or the enrollment period expires.

IMPORTANT: Please be aware that your benefit elections are not complete and cannot be activated until you submit your enrollment by clicking the "SUBMIT" button on the final screen. You will be unable to make further changes to your benefit elections until the next Open Enrollment unless you qualify for a Life Event Change.

The Helena School District #1 is a self funded insurance group which provides \$969.40 per month (\$11,632.80/annually) in cafeteria benefit dollars for 12-month full-time employees to be used toward purchasing benefits. You may not make changes to your plan after September 12, 2022 unless you have a Qualifying Life Event during the year.

For those couples that are District Employees, you MUST have One Spouse enroll with all Dependents and the other Spouse. The other spouse will need to Waive coverage in order to enroll as Dual Spouse Employee. Please follow the instructions provided on the HSD Insurance website.

PART-TIME employees will see the full cost of the cafeteria benefit while going through the enrollment process. When you reach the final step in the process, the total out of pocket estimated cost will then be adjusted based on your hours worked.

In order to help you ascertain your benefit selections there are several forms available to view or print in some of the pages and on the HSD Insurance website.

If you have any questions during your enrollment process, please contact the Human Resource Benefits Manager at rfranco@helenaschools.org.

Benefit selection

Make selection		
Make selection	Summary of Benefits	No selections made
Make selection	Employee Handbook	No selections made
Make selection	Key Job User Agreement	No selections made

Step 5: Where applicable, you can view the Attachments by clicking on the “Plan resources” link

The screenshot shows the 'Employee Handbook' page within the enrollment process. A red circle highlights the 'Plan resources' link, which is pointed to by a red arrow. Below the link, there is a message asking the user to review the handbook and select a box to acknowledge agreement. A table shows the 'Employee Handbook' with a 'Benefit coverage' section containing a radio button for 'Yes, I Accept the Above Terms' and an 'Employee Cost Pay Period / Month' of '\$0.00 / \$0.00'. A 'Save selection' button is at the bottom.

← Enrollment

Employee Handbook [View existing election](#) [Plan resources](#)

Please review the Employee Handbook.

To download the Employee Handbook please click on the link above. You will also be able to view it on the Human Resources website.

Please select the box provided below to 'Acknowledge' that you agree to review and follow the policies and procedures set forth in the Employee Handbook.

Employee Handbook

Benefit coverage	Employee Cost Pay Period / Month
<input type="radio"/> Yes, I Accept the Above Terms	\$0.00 / \$0.00

Save selection

Step 6: Once you complete all the selections, only then will the "Review & submit" button will be available

The screenshot displays the 'Employee Access' portal for Richard Franco. The left sidebar contains navigation options: Home, My information, My time, My pay, My benefits (with a sub-menu for Enrollment), and My tasks. The main content area shows a list of benefit elections, each with an 'Update' button, a status indicator (green checkmark), and a dropdown arrow. The elections include Summary of Benefits, Employee Handbook, Key Fob User Agreement, Health Insurance, Basic Group Life-AD&D, Flex 125 Medical-Exp Reim, Flex 125 Dependent Care, Long Term Disability, and Cafeteria Plan Agreement. A red arrow points to a 'Review & submit' button located at the bottom right of the page.

Update	Status	Benefit Name	Current Selection	Additional Info	Action
Update	✓	Summary of Benefits Election	Summary of Benefits	Acknowledge SBC	▼
Update	✓	Employee Handbook Election	Employee Handbook	Yes, I Accept the Above Terms	▼
Update	✓	Key Fob User Agreement Election	Key Fob User Agreement	Acknowledgment	▼
Update	✓	Health Insurance Election	Health Ins Standard Plan	Employee + Child[ren] (S) 2 dependents	▼
Update	✓	Basic Group Life-AD&D Election	Basic Group Life/AD&D	Acknowledge \$50,000 5 beneficiaries	▼
Update	✓	Flex 125 Medical-Exp Reim Election	Flex 125 Medical Exp/Reim	Annual Election	▼
Update	✓	Flex 125 Dependent Care Election		Declined	▼
Update	✓	Long Term Disability Election	Waive LT Disability	Waive Coverage	▼
Update	✓	Cafeteria Plan Agreement Election	Conditions Statement	Yes, I Accept the Above Terms	▼

Review & submit