

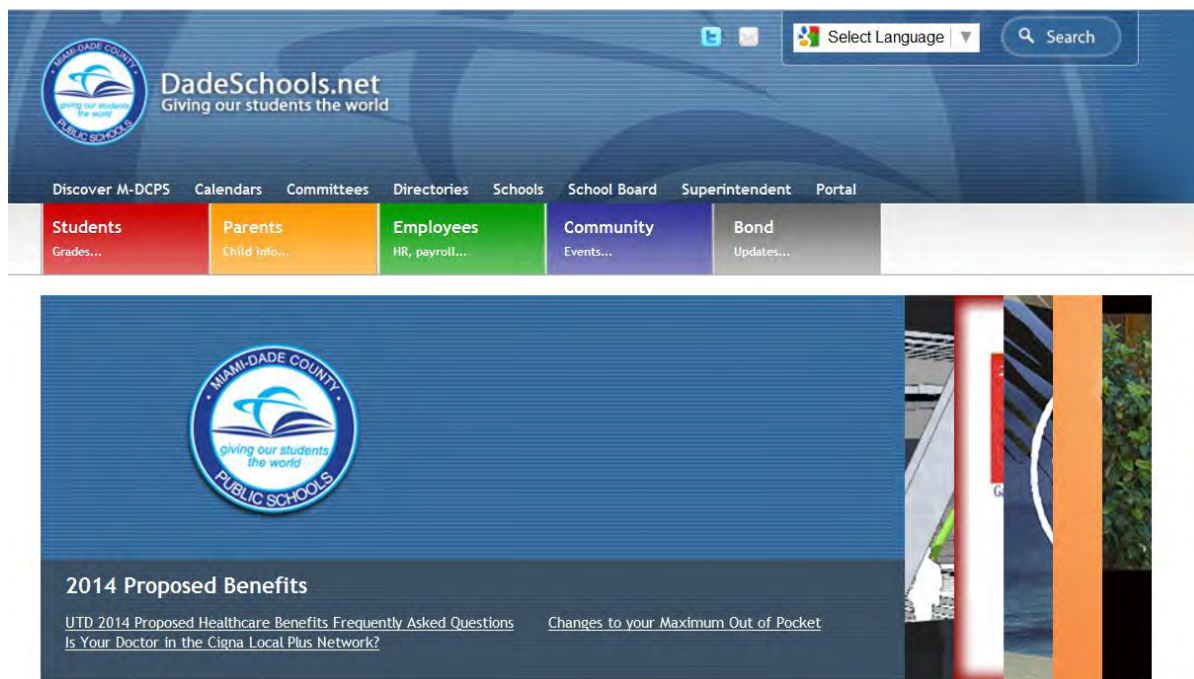
# Before You Start Your Web Enrollment

www.dadeschools.net

Prior to enrolling in your benefits online, it is to your advantage to thoroughly review this benefits guide. If you are ready to enroll, but need assistance, contact the Enrollment Help Line at 1.305.995.2777 (to connect to the FBMC Service Center, call 1.855.MDC.PS4U (1.855.632.7748)). Once you have the answers you need, you may begin the enrollment process.



Before you begin your enrollment session, it is important for you to disable the "Pop-Up-Blocker" of your computer. If you do not take this step, you will not be able to print your Confirmation Statement at the close of your enrollment session.



## Welcome to Miami-Dade County Public Schools

Miami-Dade County Public Schools is the fourth largest school district in the United States, comprised of 392 schools, 345,000 students and over 40,000 employees. Located at the southern end of the Florida peninsula, the school district stretches over 2,000 square miles of diverse and vibrant communities ranging from rural and suburban to urban cities and municipalities. A truly global community, district students speak 56 different languages and represent 160 countries.

[Superintendent Alberto M. Carvalho](#) has led the school district since the fall of 2008. During his tenure, the

## Highlights

- ▶ 2013 FCAT Results
- ▶ 5 yr Capital Plan
- ▶ Charter School Information
- ▶ Employee Benefits
- ▶ Employee Wellness
- ▶ Employment Opportunities

## Resources

- ▶ Legislative Resource Center
- ▶ 2013 FAFSA Assistance
- ▶ ACCEL Option
- ▶ Adult ED Classes
- ▶ Adult Tech. Ed.
- ▶ Assistive Technology

Your benefits and new payroll deductions are effective January 1, 2015.

Click here to login and begin your enrollment.



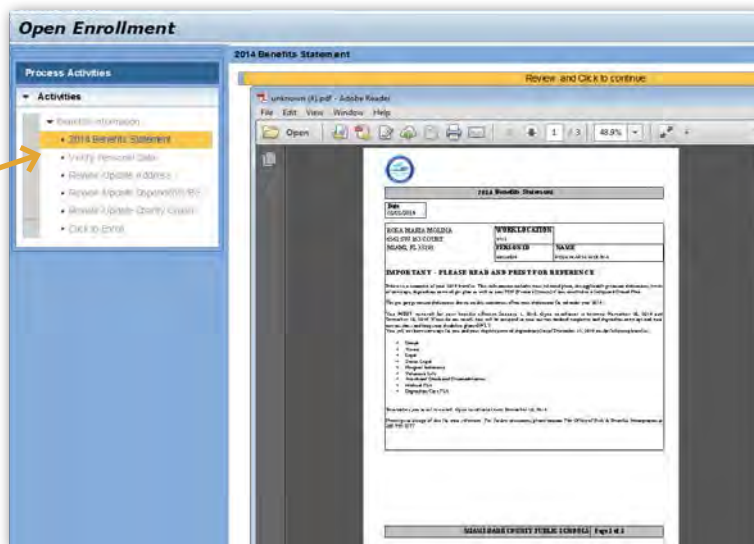
# How to Enroll Online

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## 1 REMINDER! You must re-enroll to receive benefits for 2015.

At the beginning of your enrollment session, you must review and print a copy of your 2014 Benefits Statement for reference during your Open Enrollment session.

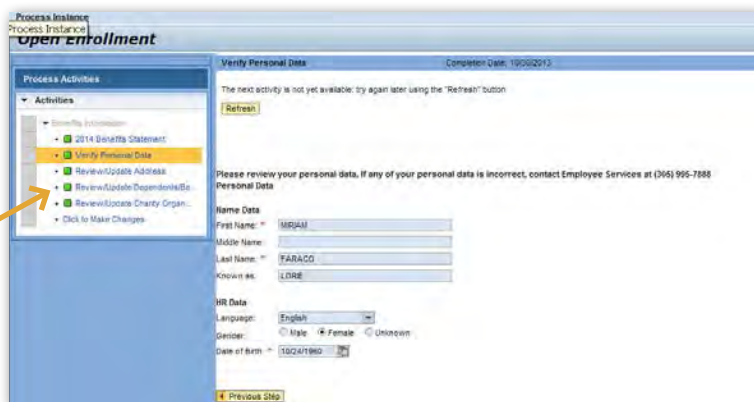
To proceed, you must click **Review and click to continue.**



## 2 Review your personal data.

Please review your personal data. If any of your personal data is incorrect, contact Employee Services at 1.305.995.7888.

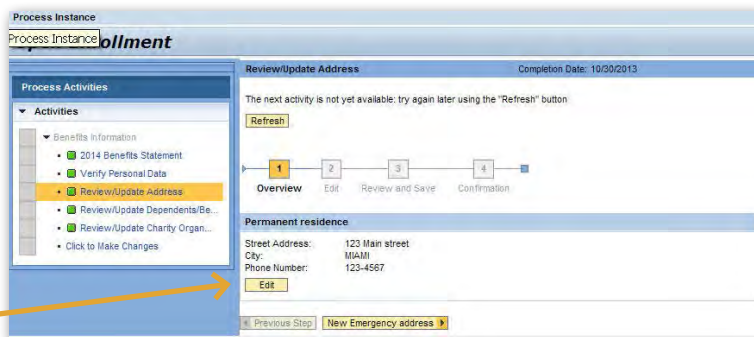
Click **Review and click to continue** to proceed to your enrollment.



## 3 Update your address.

If you do NOT have changes, click **Review and click to continue** to the next step. After reviewing your changes to each section, ALWAYS click to save your entries.

If your address or phone number is not correct, use the **EDIT** button to make corrections. You may add an Emergency Contact person in this section.



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## 4 Update your dependent and/or beneficiary information.

If you DO NOT have changes, click **Review and click to continue to the next step.**

If you wish to select coverage for your dependents or list them as a beneficiary on any plan, you must add their information in this section. You may also correct the address for any dependent already listed. Adding a dependent or beneficiary in this section DOES NOT provide them insurance coverage or list them as your beneficiary. This is the list of people you will be able to select from during your enrollment session.

If you need to make any other type of correction, please contact The Office of Risk & Benefits Management at 1.305.995.7129.



## 5 Add or change your charity organization, will or trust.

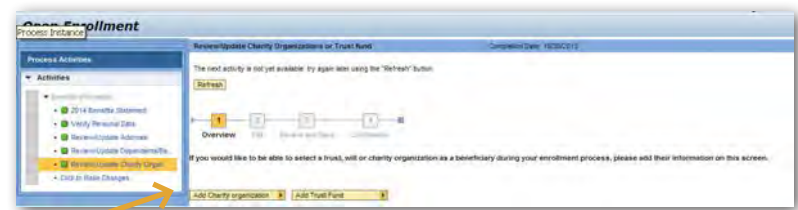
If you DO NOT have changes, click **Review and click to continue to the next step.**

You may add or change a charity organization or add or change a will or trust designation by **clicking on the appropriate box.**

If you would like to select a trust, will or charity organization as a beneficiary during your Employee Benefits enrollment process, please add their information in this section.

You do not need to include an address when adding a **NATIONAL** charity or organization.

Review your selection carefully before you click **SAVE.**



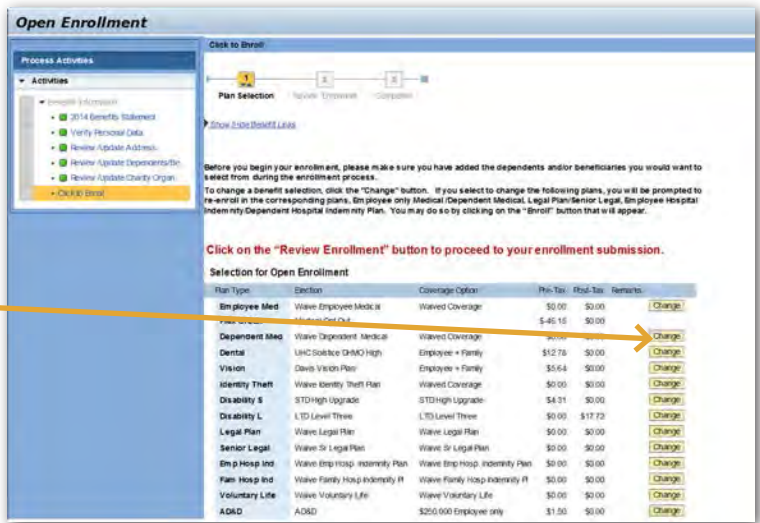
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## 6 Enrolling In Your Benefits Plan Coverage for 2015

You may select whichever plan type you wish to enroll in for 2015. The highlighted selections that appear on the screen are your assigned plans for 2015 and your 2015 per pay deductions.

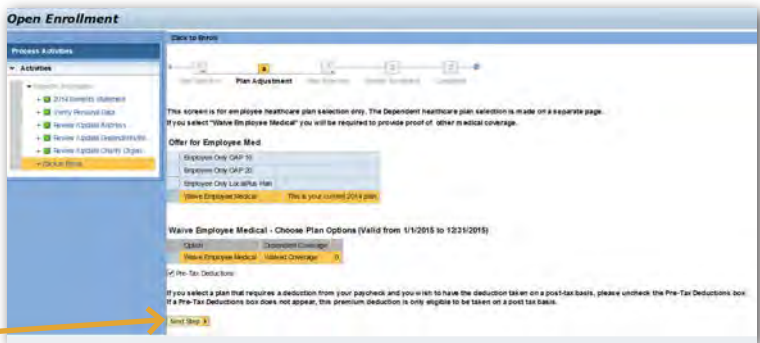
To enroll in a benefit, click the **Change** button.



If you select to enroll in the following plans, you will be prompted to re-enroll in the corresponding plans, Employee only Medical/Dependent Medical, Legal Plan/Senior Legal, Employee Hospital Indemnity/Dependent Hospital Indemnity Plan.

If you wish to have your per pay deduction from your paycheck, on a post-tax basis. **Just unclick the X in the box** next to pre-tax deductions.

Click **Next Step** to continue.

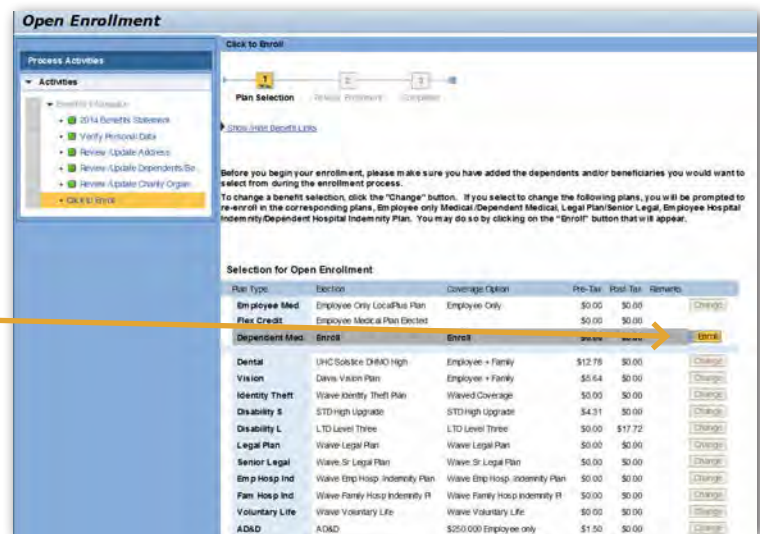


## 7 Enroll or Waive Your Dependent's Coverage

Be sure to review your dependent coverage selections carefully.

**PLEASE NOTE:** Your plan selection prompted you to take an additional step to verify whether you wish to change or continue with the same coverage for your dependents.

You must click on **Enroll** and save your decision.



# How to Enroll Online

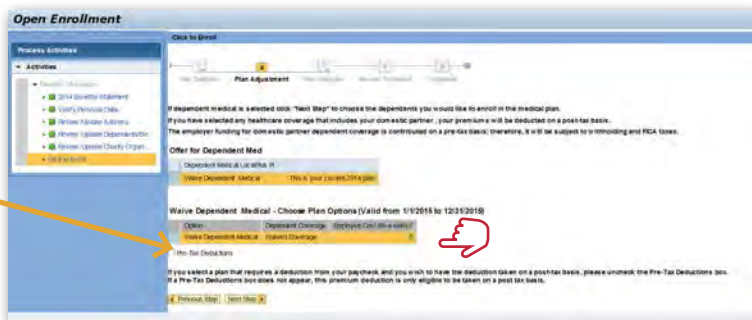
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## 8

If you do not wish to cover your dependent for the 2015 Plan Year, you must select to **WAIVE dependent coverage**.

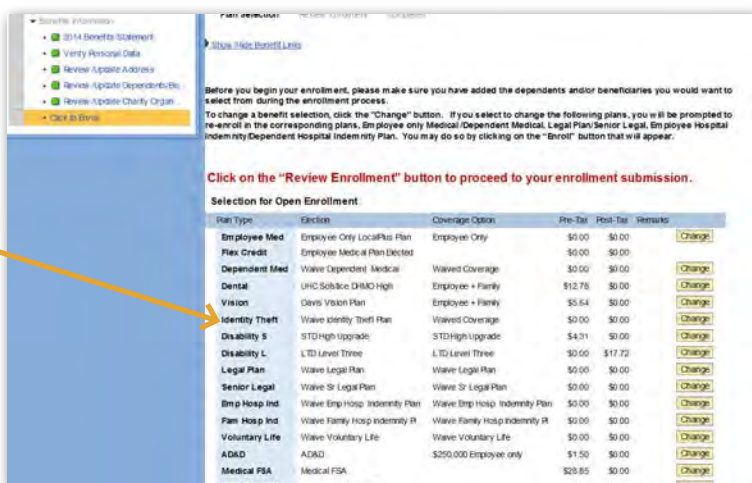
The per pay deduction amount is listed.

Based on your dependent's benefits eligibility, different levels of dependent coverage will appear highlighted on the screen.



## 9 Making Changes To Dental Plans

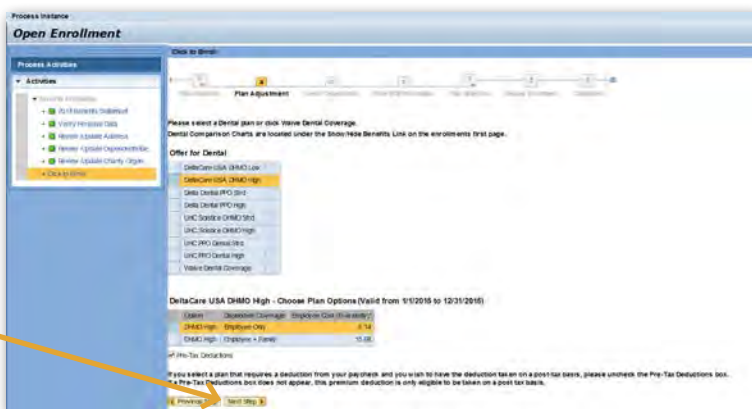
To select a dental plan, click on the **Change** button next to dental plans.



## 10

To select your dental plan for 2015, click next to the plan you wish to enroll in and then click below on whether you want Employee only coverage or Employee + Family coverage.

You must click on **Next Step** to proceed.



## 11

If you select DeltaCare DHMO Low or High, you will need to select a PDP. Click on the small box next to PDP Name and search for your dentist then click next to their name to populate.

You must click on **Next Step** to proceed.



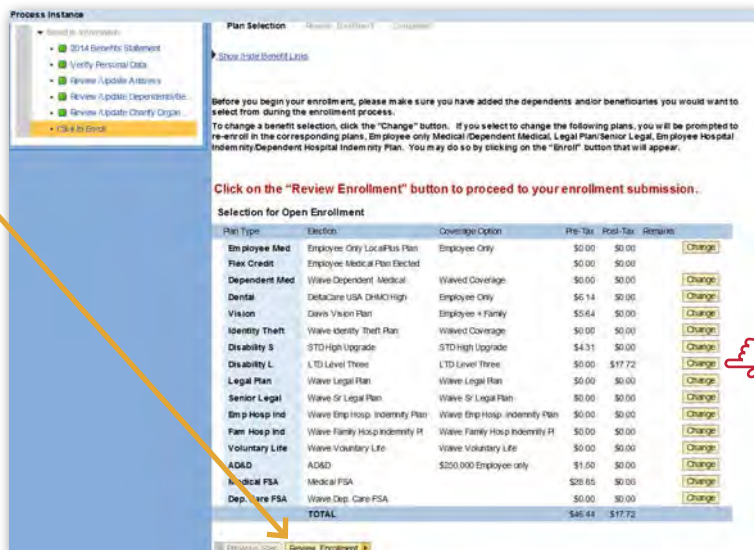
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## 12 Making Changes

Click on the **Review Enrollment** button to proceed to your enrollment submission where you can review your selections and make changes.

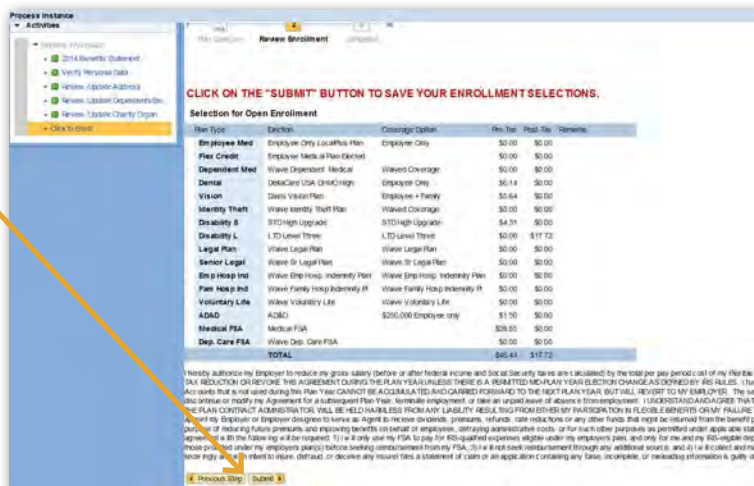
**NOTE: The per pay deductions amount are included in this section.**



## 13 Submit

Click on the **Submit** button to save your enrollment selections.

Review your selections **carefully** before submitting.



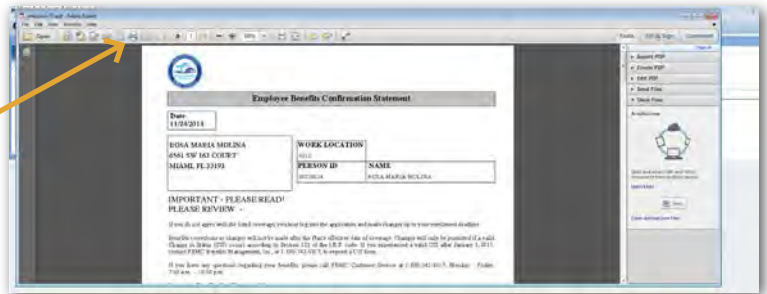
# How to Enroll Online

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## 14 Employee Benefits Confirmation Statement

Click to print a copy of your Employee Confirmation Statement.

When done printing, click **X** to close this window and return to the Enrollment Process.



## 15 Congratulations on successfully completing your enrollment

When you see this message, it confirms that your submissions have been received.

If you need to make changes before the enrollment deadline date, please return to **Click and Make Changes** and you will automatically be redirected to the selection screen.

To exit this page, please click **X** in the upper, right corner.

