



BENEFITS ONLINE ENROLLMENT INSTRUCTIONS

YOU MUST ENROLL ONLINE FOR HEALTHCARE WITHIN YOUR FIRST 31 DAYS OF HIRE.

If you do not log in and complete your enrollment within your first 31 days, you will not have healthcare with AACPS. If you are not enrolling in benefits, please log on, review your options, and select “waive” so we know that was your intention.

If you have completed your system registrations in the AACPS New Hire Portal

TO ENROLL IN YOUR BENEFITS:

1. **CLICK ON HEALTHCARE REGISTRATION**
2. **CLICK ON HEALTHCARE SELECTIONS**
3. **CLICK ON ONLINE ENROLLMENT**
4. **CLICK ON THE GREEN GO ARROW**
5. **CHECK YOUR PERSONAL INFORMATION** Complete/ update your contact information, if necessary.
6. **COMPLETE DEPENDENT INFORMATION**
Add each dependent (spouse and/or child(ren)) one at a time and complete the Spousal Surcharge, if applicable.
NOTE: Spousal Surcharge must be updated every year during Open Enrollment.
7. **ENROLL IN HEALTHCARE BENEFITS**
Follow all instructions to enroll yourself and/or dependents in Medical, Dental, and/or Vision coverages. If not enrolling, select “Waive.”
8. **ENROLL IN VOLUNTARY BENEFITS**
Proceed through pages to enroll in a Flexible Spending Account and get information and forms about Long Term Care and Voluntary Life Insurance.
9. **REVIEW AND SAVE ELECTIONS** You must submit completely, or your elections will not be saved. You will receive a confirmation message when you successfully submit.
10. **SUBMIT DOCUMENTATION** Upload required documentation for dependents to your account File Cabinet.
11. **PRINT ENROLLMENT SUMMARY** Keep a copy for your records. If you need to change your elections within the 31-day window, contact Benefits.

BEFORE YOU ENROLL:

- You will receive an email to your personal email account with instructions to obtain your UserID
- Familiarize yourself with your options by reading the Employee Benefits Guide, available online.
- Have the following information available for yourself and dependents (child(ren) and/or spouse): Full name, Social Security Number, Date of Birth.
- Dependents being newly added must be verified using documentation within 31 days of coverage: birth certificate/ guardianship documentation for dependent child(ren); marriage certificate and secondary relationship document for spouse. Documents can be uploaded directly to the Benelogic system using the file cabinet feature.

FINDING A PROVIDER:

- If you are selecting CareFirst BlueChoice, Low Option, or Triple Option medical plans, or UCCI dental **you will need to provide a primary care physician (PCP) code.**
- You may research the different provider networks by using the **Find a Doctor** tool on www.carefirst.com/aacps. Click ‘Search Now’ and Continue as Guest. When a doctor is selected, view the doctor’s profile within the CareFirst site. The PCP Code is listed within the doctor’s profile, directly below the name, listed as a PID number.
- The Find a Dentist tool on www.unitedconcordia.com works in a similar way. When searching for a dentist, input the dentist’s information (either search by last name and location, or location alone) and select **DHMO Concordia Plus General Dentist** as the network. Once this is completed, any provider listed participates in the AACPS plan.

IF YOU NEED HELP ENROLLING:

First, ask the on-line enrollment expert at your work location (Technology Support Technician). Other resources include:

Benefits Office

Monday – Friday
8:00 am – 4:30 pm

Last Names beginning with:

A-G Allison Mathes 410-222-5221
H-L Jackie Holland 410-222-5219
M-P Tia Hyatt-Coe 410-222-5219
Q-Z Cynthia Archie 410-222-5221

Help Desk

- Help Desk—410-222-5135 for log-in questions