

Online Benefits Enrollment

Enroll Online Using www.iElect.com

Full-time, Regular and Probationary Employees and Currently Enrolled Part-time Faculty

All benefit-eligible employees and currently enrolled part-time faculty must successfully complete their benefits enrollment using iElect, an online benefits election system at www.iElect.com, to continue or initiate benefits coverage effective July 1, 2012 – December 31, 2012.

The Open Enrollment window for this six-month period is April 15, 2012 – 5 p.m., May 15, 2012. Meet the Deadline!

FIVE (5) STEPS TO SUCCESS!

Prior To April 15, 2012

1 Step 1: Know Your LOGIN Number (Required to log in to www.iElect.com)

- Your LOGIN number is the last 4 digits of your Social Security Number (SSN#), immediately followed by the birth month, date and year as follows:
- SSN#MMDDYYYY
- *For example:*
Last four digits of your SSN# 5555 +
Your birth date of Jan. 31, 1975 (MMDDYYYY) =
Your LOGIN Number – 555501311975

2 Step 2: Receive Your PIN Number (Required to log in to www.iElect.com)

Secova, the district's online benefits enrollment administrator, will mail your customized Personal Identification Number (PIN) to your home address

prior to April 15, 2012. You will need this PIN to access the iElect online enrollment system and make your benefits elections. This unique PIN provides the same authority as your signature. It certifies that all the information is complete and true, and authorizes your 2012 benefit election and payroll deductions.

IMPORTANT: Keep your PIN in a handy place for future use. This PIN will allow you to access the iElect home page and view all of the benefit information, confirm your benefit plan elections and coverage, and have easy access to pertinent websites.

From April 15, 2012 – 5 p.m., May 15, 2012

3 Step 3: Enroll Online Using iElect at www.iElect.com

- Log on to www.iElect.com.
- Enter Employer: FHDA
- Enter LOGIN: SSN#MMDDYYYY
- Enter PIN: (as provided by Secova)

Follow the instructions provided by Secova's PIN Notification Letter and as requested by each step in the iElect website.

From April 15, 2012 until 5 p.m. on May 15, 2012, you'll be able to make your benefits election 24 hours a day, seven days a week by logging on to www.iElect.com.

4 Step 4: Confirm Your Benefits Election

To complete your benefits election online, you must click the "PLEASE CONFIRM" button at the end to activate your benefits election for the period of July 1, 2012 – December 31, 2012. Caution: failure to complete the

election process (by clicking the “PLEASE CONFIRM” button) will result in loss of coverage effective July 1, 2012.

Recommended: You may wish to save a copy of your Temporary Confirmation Statement on your desktop before exiting the system, or print a hard copy for your records.

Verify Your Enrollment

You will receive an e-mail within 24 hours of enrolling and confirming your selection and notifying you that your enrollment was confirmed.

Final Benefits Confirmation: You will receive an official benefits confirmation statement from Secova (FHDA's Benefits Enrollment Support Services Provider) by May 31, 2012.

n Step 5: Required Documentation for Adding a Dependent

You must provide documentation for each added dependent to the District Office of Human Resources/Benefits Unit. For example:

- A marriage license/domestic partner affidavit
- A birth certificate or legal adoption papers
- A copy of a Social Security card

All required documentation must be submitted to the District Office of Human Resources /Benefits Unit by **5 p.m., May 15, 2012**. Failure to provide the required documentation may result in loss of coverage.