



Employee Benefits Center

Online Benefits Enrollment Instructions



Plan Year 2009 ~ 2010

Online Benefit Enrollment Instructions

Employee Benefits Center

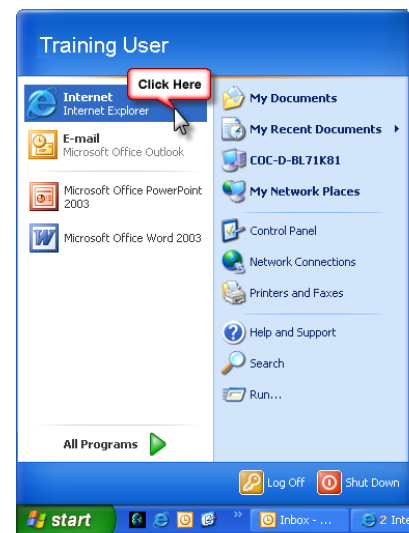
The Employee Benefits Center (EBC) is the online resource and enrollment system used to manage your benefits with the Martin County School District. The following information was prepared to provide you step by step instructions for navigating through the District's online benefits program.

To open the Employee Benefits Center, you must first open Internet Explorer. Open Internet Explorer by selecting the Internet Explorer link from the Start Menu. Once IE is opened, type the following web address into the Address bar:

<https://sbmc.myEBOnline.com>

Once this has been typed into the Address field, click on the Go button or press Enter on your keyboard. This will open the Employee Benefits Center login page.

BenTek Support Hotline
(877) MyEBC - 44 (693-2244)
Monday through Friday 9 a.m. to 5 p.m.



WELCOME TO THE EMPLOYEE BENEFITS CENTER

Employee Benefits Contact Information 2007/2008 Benefit Booklet 2008/2009 Benefit Booklet
 Official Web Site of the School Board of Martin County

Wednesday, March 18, 2009

Welcome to the online Employee Benefits Center. Please enter your personal username and password below to gain access into the system.

If you have never created your own username and password, please [create your login](#) now.

Look at [What's New for the 2009](#) plan year.

Login

Username

Password

If you forgot your username, please [click here](#).

If you forgot your password or wish to create a new one, please [click here](#).

If you are having difficulty logging in, please contact Risk Management/Employee Benefits.

Note:
 Please be aware that the back button is non-functional on this website. You will be brought to the previous website you came from.

System Requirements:
 Internet Explorer 6.0+ or Mozilla Firefox 1.5+ only. Other browsers can not be supported due to their inability to display certain elements.
 - JavaScript must be enabled
 - Adobe Acrobat Reader must be installed
 - Minimum recommended screen resolution: 1024 x 768

[Adobe Acrobat](#) | [Internet Explorer](#) | [Firefox](#)

Create Login

If this is your first time using the EBC, then you will need to create a User ID and password for your account. To do this, select the Create Your Login link from the login page. This will open the Create Profile page where you will begin entering your personal information and create a User ID and Password to login to your account with. If you have used this system before, you can skip the next step.

Create Profile

First, type your Social Security number into the designated field (do not use any spaces or dashes). Second, type your username into the designated field. Retype your password into the designated field. Finally, select a security question and type an answer to the selected question. Click on the Save button to complete.

Login

Once completed with your profile, you will be returned to the login page. From here, login to the Employee Benefits Center with your Username and Password by typing them into the Username and Password fields. Click the Login button to Login. The EBC Homepage will be displayed. If you have forgotten your Login information, please use the Forgot Information prompts.

Login

During your enrollment, you will use the New Hire Orientation section to enroll into your desired benefit programs for the new plan year. This can be done by selecting the New Hire Orientation button from the Homepage.

NEW HIRE ORIENTATION

An overview of the Benefits section will be displayed. To begin selecting benefit options, click on the New Hire Orientation.

NEW HIRE ORIENTATION

The Enrollment section contains 6 different areas that must be reviewed and filled out to complete the New Hire Orientation process.

Employee Information

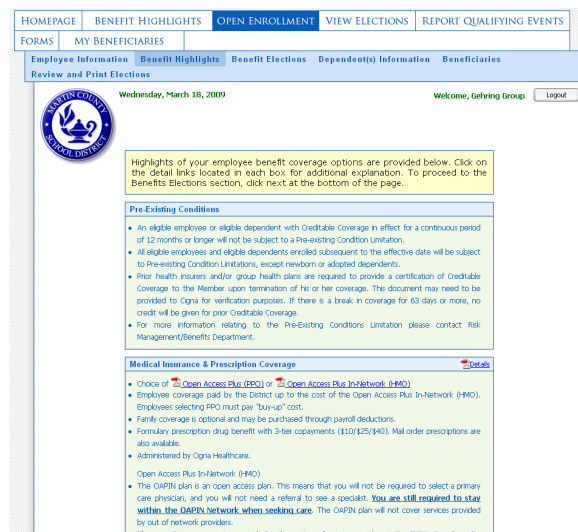
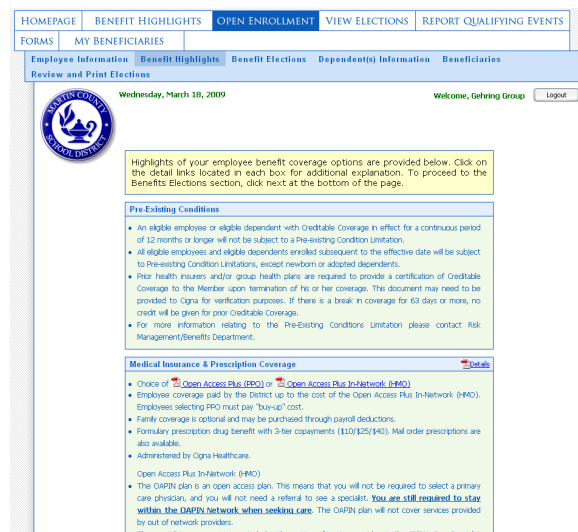
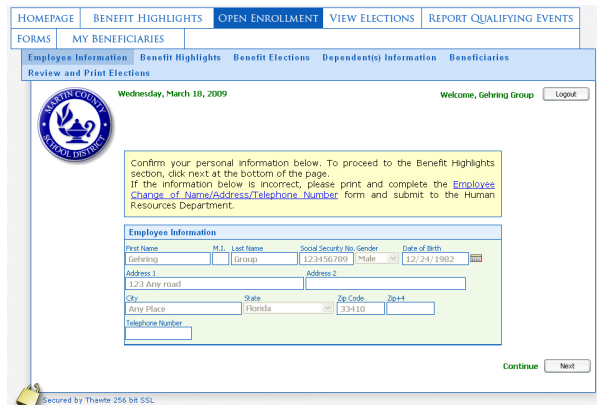
The Employee Information section is the first to be displayed. Review for accuracy. To update this information click on the link provided to print a form. Complete the form and forward to the Personnel Department for processing. Once reviewed, click on the Next button to proceed.

Next

Benefit Highlights

The Benefit Highlights section will display detailed information regarding your available benefits including eligibility and options. Once all highlights have been reviewed, click on the Next button to proceed to the Benefit Elections section.

Next



Benefit Elections

The Benefit Elections page is used to select your benefit coverage. Scroll through and select from the available options. If dependent coverage is selected, you will be able to enter dependent information in the next section. Once completed with all available options, click on the Next button to continue. Note: the Dental DHMO plan requires you to select a Primary Care Dentist. After selecting a Primary Care Dentist, enter the office number listed in the directory in the Dental section.

Next

Each box contains your plan options. For each plan option, you may elect your desired type and tier of coverage. You may also make a flexible spending account election(s). If you elect coverage for a dependent(s), you will be able to add that dependent(s) information in the next section. To proceed to the Dependent(s) Information section, click next at the bottom of the page.

Medical Insurance

Current Coverage Description	Per Pay Deduction
None	N/A

Cigna

GAPIN (HMO)	Deduction	GAP (PPO)	Deduction
<input type="radio"/> Employee Only	\$0.00	<input type="radio"/> Employee Only	\$121.10
<input type="radio"/> Employee + Family	\$240.96	<input type="radio"/> Employee + Family	\$24.11
<input type="radio"/> 2 Employees + Family	\$0.00	<input type="radio"/> 2 Employees + Family	\$280.66
<input type="radio"/> 2 Employees + Family - One FT, One PT	\$119.24	<input type="radio"/> 2 Employees + Family - One FT, One PT	\$402.39
<input type="radio"/> 2 Employees + Family - One FT, One Retired	\$0.00	<input type="radio"/> 2 Employees + Family - One FT, One Retired	\$280.66
<input type="radio"/> Enrolled Under Spouse	\$0.00	<input type="radio"/> Enrolled Under Spouse	\$0.00

Employee Assistance Program

Current Coverage Description	Per Pay Deduction
None	N/A

Cigna Behavioral Health

Coverage & Tier	Deduction

Dependent Information

The Dependent Information page is used to add dependents to selected coverage options. If no dependents are needed, click the Next button. To add dependents, click Add New Dependent.

Type all required information into the designated fields and click the Save button. To confirm coverage, make sure the boxes next to medical, dental, and vision are checked for each dependent. If additional dependents are needed, click on the Add New Dependent button again and repeat the previous steps. Review dependent social security numbers to be sure they have been provided for each dependent & are accurate. Once completed adding dependents, click the Next button to continue.

If you have elected coverage for a dependent, you must provide your dependent's information by clicking on the Add New Dependent button. If you need to add more than one dependent, click on the Add New Dependent button as many times as necessary. If you do not have a dependent to add or if you have saved your dependent addition(s), click on the next button to proceed to the Confirmation Statement section.

Dependent Information

First Name: M.I.: Last Name: Social Security No.: Date of Birth:

Gender: Female Male Other Find Primary Care Dentist

Relationship:

Medical: Dental: Vision:

Disabled: Full Time Student: Medicare:

[Back To Benefit Elections](#) [Update](#)

Dependent Information

First Name: M.I.: Last Name: Social Security No.: Date of Birth:

Gender: [Find Primary Care Dentist](#) Relationship:

Medical: Dental: Vision:

Disabled: Full Time Student: Medicare:

[Update](#)

Beneficiary Designation

The Beneficiary Designation Form is used to designate beneficiaries for all life insurance policies. If you do not want to designate beneficiaries at this time, click the Next button.

To designate beneficiaries, type your name in the text box that says “Enter Name” and click the I Agree button. Be sure to enter your name as it appears in the upper right-hand portion of the screen.

Once you have agreed to the terms and conditions of the beneficiary designation form, click on the Add New Primary Beneficiary button to add a beneficiary to a particular life insurance policy. To add a contingent beneficiary to a policy, click on the Add Level 1 Contingent Beneficiary button.

Review and Print Elections

Finally, the Review and Print Elections page will be displayed. Review all selected options carefully. Click on the SUBMIT button to save changes.

Submit

If a change is needed, click on the Back button. Click on the Print button to print the page. Please keep a copy for your records. Once completed, click on the Logout button and close the browser to exit.

Logout

Benefit Election	Amount
Medical Insurance	
CAPIB (PAC): Employee + Family	\$240.00
Employee Assistance Program	
No Election Selected	\$0.00
Dental Insurance	
DHCO: Employee + Family	\$14.38
Vision Insurance	
No Election Selected	\$0.00
Care Life	
No Election Selected	\$0.00
Supplemental Insurance (Post Tax)	
No Election Selected	\$0.00
Dependent Supplemental Insurance	
No Election Selected	\$0.00
Long Term Disability (Post Tax)	
No Election Selected	\$0.00

