



# UDSD Online Self- Enrollment Instructions!

**Just follow these simple steps to enroll in benefits 24/7:**

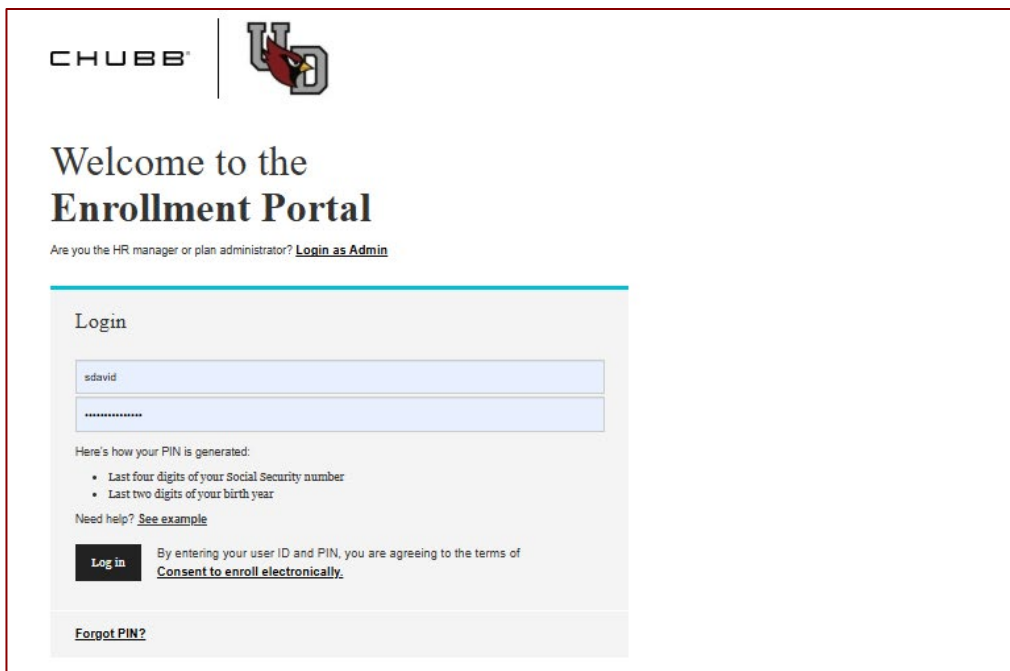
The **Chubb-Benselect** platform will open at 12 AM EST on the **May 11<sup>th</sup>** and close at 11:59 PM EST on the **May 22<sup>nd</sup>** !

Visit <https://chubb.benselect.com/udsd> or scan the **QR Code!**

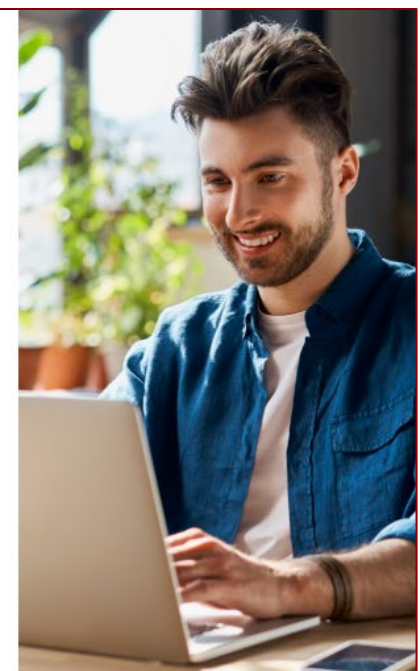
**User ID:** Your Social Security Number

**Password(PIN):** Last 4 digits of your Social Security Number followed by the last 2 digits of your birth year



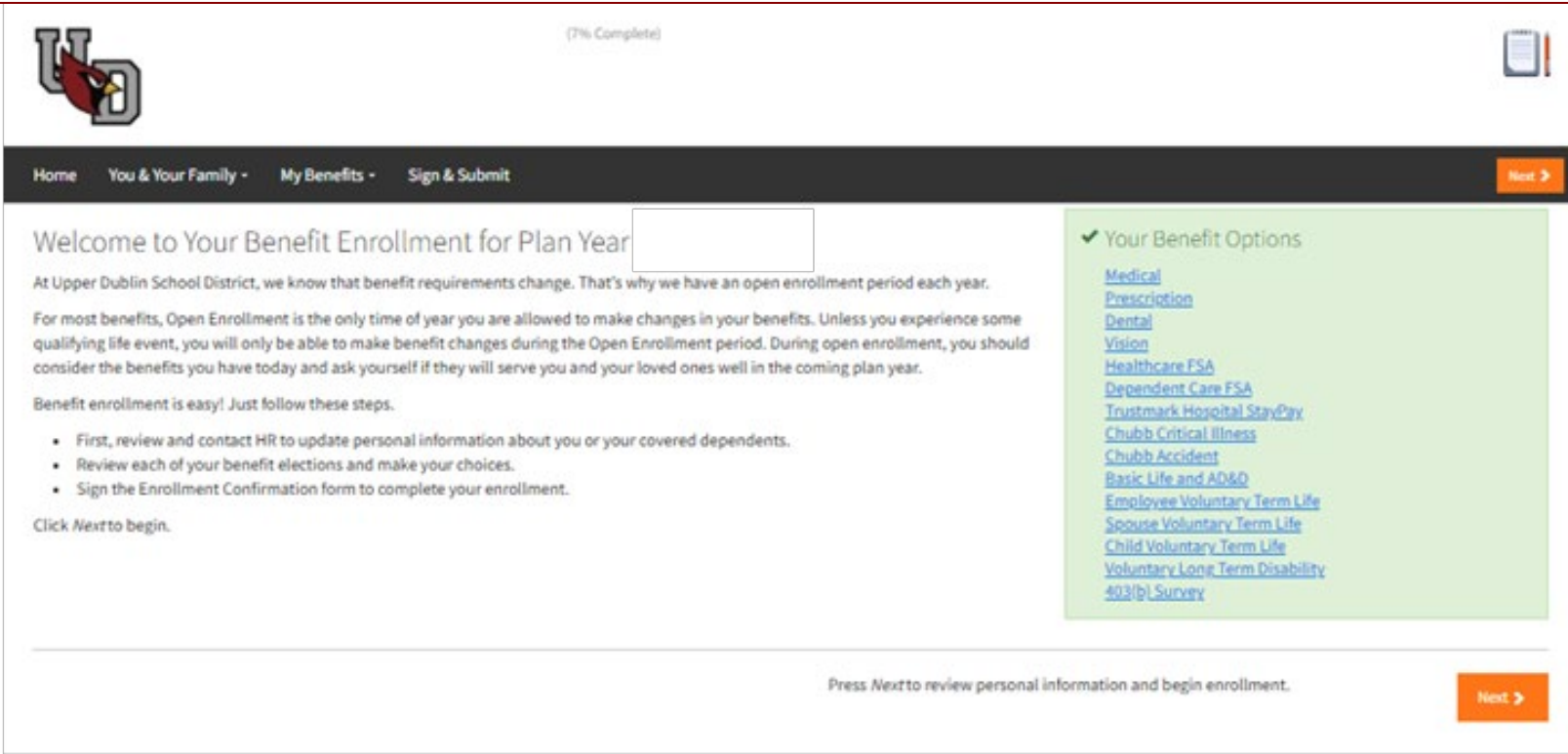


The screenshot shows the Chubb Enrollment Portal login page. At the top left, there are the Chubb logo and the UDSD logo. The main heading reads "Welcome to the Enrollment Portal". Below this, there is a link for HR managers or plan administrators to "Login as Admin". The "Login" section contains two input fields: one for the user ID (containing "sdavid") and one for the PIN (masked with asterisks). Below the input fields, there is a section titled "Here's how your PIN is generated:" with two bullet points: "Last four digits of your Social Security number" and "Last two digits of your birth year". There is also a link for "Need help? See example". At the bottom of the login section, there is a "Log in" button and a line of text: "By entering your user ID and PIN, you are agreeing to the terms of Consent to enroll electronically." Below the login section, there is a link for "Forgot PIN?".



**Existing Benefits:** If you currently have benefits with Chubb, Trustmark or the Voluntary Term Life , do **NOT unlock or re-elect** the benefit unless you want to make a tier change or want to cancel the benefit. Your current benefit will carry over to the new plan year. The **Medical FSA & Dependent Care FSA benefits DO NOT** roll over and must be elected and submitted annually.

**Update your personal information and add New Dependents/Beneficiaries before making your elections.**



UDS (7% Complete)

Home You & Your Family My Benefits Sign & Submit Next

### Welcome to Your Benefit Enrollment for Plan Year 2024

At Upper Dublin School District, we know that benefit requirements change. That's why we have an open enrollment period each year.

For most benefits, Open Enrollment is the only time of year you are allowed to make changes in your benefits. Unless you experience some qualifying life event, you will only be able to make benefit changes during the Open Enrollment period. During open enrollment, you should consider the benefits you have today and ask yourself if they will serve you and your loved ones well in the coming plan year.

Benefit enrollment is easy! Just follow these steps.

- First, review and contact HR to update personal information about you or your covered dependents.
- Review each of your benefit elections and make your choices.
- Sign the Enrollment Confirmation form to complete your enrollment.

Click Next to begin.

#### ✓ Your Benefit Options

- [Medical](#)
- [Prescription](#)
- [Dental](#)
- [Vision](#)
- [Healthcare FSA](#)
- [Dependent Care FSA](#)
- [Trustmark Hospital Stay/Day](#)
- [Chubb Critical Illness](#)
- [Chubb Accident](#)
- [Basic Life and AD&D](#)
- [Employee Voluntary Term Life](#)
- [Spouse Voluntary Term Life](#)
- [Child Voluntary Term Life](#)
- [Voluntary Long Term Disability](#)
- [403\(b\) Survey](#)

Press Next to review personal information and begin enrollment. Next

## You will not be able to make changes to your elections in this system after Open Enrollment ends.

- ✓ You **can** review the **Benefits Confirmation** sheet and email Jenny Mossholder in HR at [jmosshol@usd.org](mailto:jmosshol@usd.org) with any changes, questions, or discrepancies you see.
- ✓ Request the **Carriers' contact** information by visiting [usd.mybenefitsinfo.com](https://usd.mybenefitsinfo.com) or scan the **QR CODE!**
- ✓ **Name changes** must be sent to HR at [jmosshol@usd.org](mailto:jmosshol@usd.org).
- ✓ If you **opt out of a Medical Plan**, you must email a copy of your insurance card at [jmosshol@usd.org](mailto:jmosshol@usd.org) after enrolling.
- ✓ Review/update your **current beneficiary** information. Your beneficiary listed in the system will be used at claim time.
- ✓ If you are adding a **NEW dependent**, email the following documentation at [jmosshol@usd.org](mailto:jmosshol@usd.org): Marriage Certificate /Divorce Decree, Birth certificate for child(ren), Court orders requiring coverage, and Social Security cards for all NEW dependents. (Domestic partners are ineligible).
- ✓ The **Evidence of Insurability Forms** (EOI) must be submitted to the carrier directly within 30 days of enrollment; otherwise, coverage will NOT be issued.

