EMPLOYEE ACCESS CENTER (EAC) OPEN ENROLLMENT INSTRUCTIONS

A. Preparation
Gather all dependent information (i.e. full name as it appears on social security card, date of birth, & social security number). The information may already be in EAC, but if it is not, you will need to enter the information before beginning.

B. Log into EAC
1. Go to the Pelham School District website.
2. Click on Staff—Staff Resources and Click on Employee Access Center (EAC)
3. EAC utilizes Single Sign-On (SSO) technology so when you click on the link, a "Sign in with Google" box should pop up with your Pelham School District email address. Click on your email address and you will be brought to the main demographic page.

C. Begin Open Enrollment – Note: Each open enrollment page of has instructions in a blue box.
1. From the main page in EAC, click on <u>Salary and Benefits</u> on the left menu.
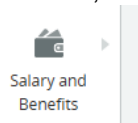
2. Click on <u>Open Enrollment</u> 20xx on the sub menu.
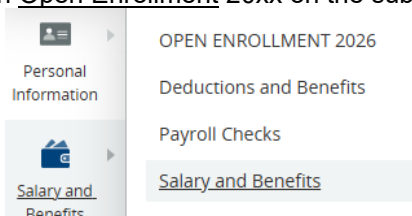
3. This will take you to the <u>Dependents</u> screen.
   - Click 'Add New Dependent' if you need to add a dependent. Note: the 'Default Dependent?' box on the dependent screen is used to have a dependent automatically checked off on health/dental elections.
   - Click on the blue first name of an existing dependent if you need to update a current dependent.
   - You can inactivate a dependent, but you cannot delete one.
   - If you find a social security number is incorrect, please notify Christine Lavacchia at Ext 5010 or Megan Barr at Ext 5019.
   - Once all dependents are correct, click on the arrow next to the blue Save button (choose Save & Continue) at the bottom.

4. This will take you to the <u>Health Care</u> screen.
   - Your current health information is displayed at the top.
   - Below the current information is new year Enrollment Election information:

You can see the rates for the different plans and types (i.e. S, 2P, & F) by clicking the dial box next to the plan. The rate will be displayed below the list.

- If your election is 2-person (2P) or Family (F), you will need to move down to the "Choose Dependents" section to select which dependents are included by selecting the box next to the dependent's name.

- After all selections are complete, press the blue Save button (choose Save & Continue) at the bottom right.

5. This will take you to the Dental Care screen.
   - Your current dental information is displayed at the top.
   - Below the current information is new year Enrollment Election information:

- You can see the rates for the different plans and types (i.e. S, 2P, & F) by clicking the dial box next to the plan. The rate will be displayed below the list.
- If your election is 2-person (2P) or Family (F), you will need to move down to the "Choose Dependents" section to select which dependents are included by selecting the box next to the dependent's name as above in the health election section.
- After all selections are complete, press the blue Save button (choose Save & Continue) at the bottom right.

6. This will take you to the FSA-HealthCare screen.
   - Your current FSA health information is displayed at the top.
   - Below the current information is the new year Enrollment election information:

- Select either FSA HealthCare or FSA Waive—Do NOT click on the top radio button.
- If you elect FSA HealthCare, enter the annual amount you want to have deducted from your paycheck in the Employee Cost box. (This is divided by 20 pays for school-year employees or 26 pays for year-round employees.)
- Press the blue Save button (choose Save & Continue) at the bottom right.

7. This will take you to the <u>FSA Dependent</u> Care screen.
    *   Your current FSA dependent information is displayed at the top.
    *   Below the current information is the new year Enrollment election information:

Enrollment Election

Select a Category [Required]

All	⌄

Options

( ) DO NOT USE-SELECT ONE BELOW

(●) FSA DEPENDENT CARE-YR 26 PAY--------YR-FSA DEPENDENT 26 PAY

( ) FSA WAIVE-------YR-FSA DEPENDANT WAIVE

Choice Instructions   This is an OPTIONAL benefit. Enter an estimated annual amount below (up to $5,000 household maximum). To complete enrollment, you MUST complete the FSA Enrollment form and submit it to Payroll for processing. The form can be found in the Open Enrollment kick-off email or by clicking on the link below.

Choice Link   CLICK HERE TO ACCESS BENEFIT INFO, SBC DOCUMENTS, & FORMS

Employee Cost [Annual] $ 0.00

Deductions Per Year   26

Employer Cost $ 0.00

    *   Select either FSA Dependent Care or FSA Waive—Do NOT click on the top radio button.
    *   If you elect FSA Dependent Care, enter the annual amount you want to have deducted from your paycheck in the Employee Cost box. (This is divided by 20 pays for school-year employees or 26 pays for year-round employees.)
    *   Press the blue Save button (choose Save & Continue) at the bottom right.

8. You will be brought to the <u>Enrollment Review</u> screen. This screen allows you to review your new year elections (at the top of the screen) and see your current year information (bottom of the screen).
    *   If you need to make any changes, click on the blue Benefit Type/Choice name and you will be brought back to that screen. Once finished, hit save and you will return to the Enrollment Review screen again.

New Year Selections

Benefit Type/Choice

Health Care -Employee Yr
ACCESS BLUE SITE OF SERVICE 1K-2P

Dental Care -Employee Yr
DELTA DENTAL 1S - 2P

Fsa-healthcare-yr
FSA HEALTHCARE-YR

Fsa Dependent Care-yr
FSA WAIVE

Totals

    *   When you have finished reviewing all your elections and read the information in the blue box at the top of the page, press the blue 'Confirm' box at the bottom right of the screen to confirm your selections.
    *   A green "Enrollment confirmed" box will display at the top. It displays very quickly. You will then be returned to the demographic page.
    *   If you want to be sure you submitted your selections, you can return to the Open Enrollment screen and a date and time confirmation will be displayed.

ⓘ Your final selections were submitted on 5/7/2025 at 4:15 PM

    *   You can also print a copy of your confirmation page for your records by right clicking and hitting the print button or using the printer in your browser.

IMPORTANT: If you made any health or dental changes or if you enrolled in either FSA plan, **your changes or enrollment are <u>not</u> complete until the appropriate HealthTrust forms are submitted** to Human Resources. These forms can be found in the Open Enrollment folder under Human Resources on the website.