

# EMPLOYEE ACCESS CENTER (EAC) OPEN ENROLLMENT INSTRUCTIONS - PESPA

## A. Preparation

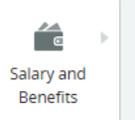
Gather all dependent information (i.e. full name as it appears on social security card, date of birth, & social security number). The information may already be in EAC, but if it is not, you will need to enter the information before beginning.

## B. Log into EAC

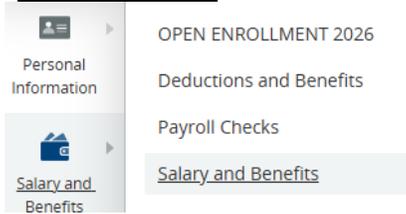
1. Go to the Pelham School District website.
2. Click on Staff—Staff Resources and Click on Employee Access Center (EAC)
3. EAC utilizes Single Sign-On (SSO) technology so when you click on the link, a “Sign in with Google” box should pop up with your Pelham School District email address. Click on your 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 Salary and Benefits on the left menu.



2. Click on Open Enrollment 20xx on the sub menu.

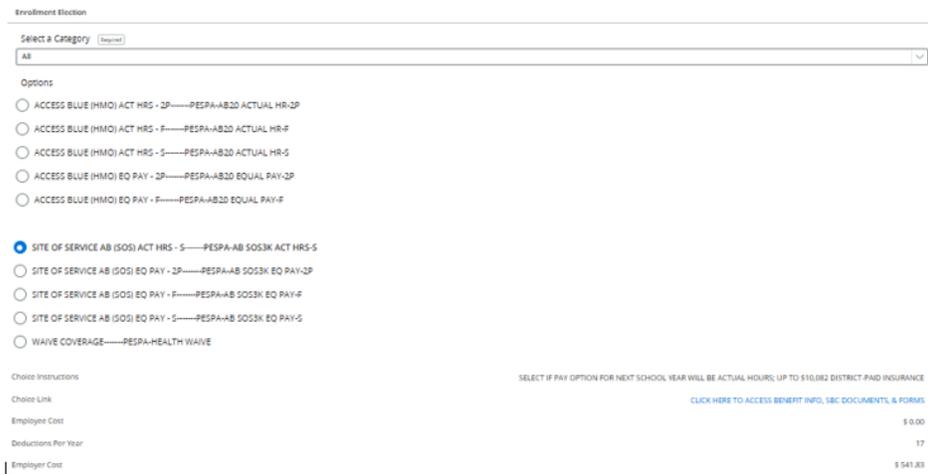


3. This will take you to the Dependents screen.

- 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 Health Care screen.

- Your current health information is displayed at the top.
- Below the current information is the new year Enrollment Election information. Below is a small sample of how the list looks:



Enrollment Election

Select a Category (Required)

AB

Options

- ACCESS BLUE (HMO) ACT HRS - 2P-----PESPA-AB20 ACTUAL HR-2P
- ACCESS BLUE (HMO) ACT HRS - F-----PESPA-AB20 ACTUAL HR-F
- ACCESS BLUE (HMO) ACT HRS - S-----PESPA-AB20 ACTUAL HR-S
- ACCESS BLUE (HMO) EQ PAY - 2P-----PESPA-AB20 EQUAL PAY-2P
- ACCESS BLUE (HMO) EQ PAY - F-----PESPA-AB20 EQUAL PAY-F
- SITE OF SERVICE AB (SOS) ACT HRS - S-----PESPA-AB SOS3K ACT HRS-S
- SITE OF SERVICE AB (SOS) EQ PAY - 2P-----PESPA-AB SOS3K EQ PAY-2P
- SITE OF SERVICE AB (SOS) EQ PAY - F-----PESPA-AB SOS3K EQ PAY-F
- SITE OF SERVICE AB (SOS) EQ PAY - S-----PESPA-AB SOS3K EQ PAY-S
- WAIVE COVERAGE-----PESPA-HEALTH WAIVE

Choose Instructions

Choose Link

Employee Cost \$ 0.00

Deductions Per Year 17

Employer Cost \$ 541.83

SELECT IF PAY OPTION FOR NEXT SCHOOL YEAR WILL BE ACTUAL HOURS; UP TO \$10,082 DISTRICT PAID INSURANCE

[CLICK HERE TO ACCESS BENEFIT INFO, SBC DOCUMENTS, & FORMS](#)

- 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 and next to the pay option you are choosing on your Notice of Intent for the upcoming school year (i.e. Actual Hours or Equal Pay). 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.

Choose Dependents

Select the dependents which are covered under this enrollment option.

Select	Status	First Name	Last Name	Birth Date	Social Security Number	Default Dependent
<input checked="" type="checkbox"/> Include dependents	Active	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	No
<input type="checkbox"/> Include dependents	Inactive	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	No

- 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:

Enrollment Election

Select a Category (Required)

All

Options

- DO NOT USE-SELECT ONE BELOW
- PESPA DENTAL ACT HRS - 2P-----PESPA-DENTAL ACTUAL HR-2P
- PESPA DENTAL ACT HRS - F-----PESPA-DENTAL ACTUAL HR-F
- PESPA DENTAL ACT HRS - S-----PESPA-DENTAL ACTUAL HR-S
- PESPA DENTAL EQ PAY - 2P-----PESPA-DENTAL EQUAL PAY-2P
- PESPA DENTAL EQ PAY - F-----PESPA-DENTAL EQUAL PAY-F
- PESPA DENTAL EQ PAY - S-----PESPA-DENTAL EQUAL PAY-S
- WAIVE DENTAL-----PESPA-DENTAL WAIVE

Choice Instructions SELECT IF PAY OPTION FOR NEXT SCHOOL YEAR WILL BE ACTUAL HOURS; 0% DISTRICT PAID

Choice Link [CLICK HERE TO ACCESS BENEFIT INFO, SBC DOCUMENTS, & FORMS](#)

Employee Cost \$ 35.36

Deductions Per Year 17

Employer Cost \$ 0.00

- 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 and next to the pay option you are choosing on your Notice of Intent for the upcoming school year (i.e. Actual Hours or Equal Pay). 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. You will be brought to the Enrollment Review 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, you will hit save and return to the Enrollment Review screen again.

New Year Selections

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Benefit Type/Choice

[Health Care -Pespa Supprt](#)  
DEDUCTIBLE AB (HMO) ACT HRS - S

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[Dental Care -Pespa Suprt](#)  
PESPA DENTAL ACT HRS - S

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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 not 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.