

## HOW TO NAVIGATE AND COMPLETE YOUR BENEFIT ELECTIONS

Welcome to SCPS!

The Benefits enrollment must be completed within completed within **30 days** of your start date.

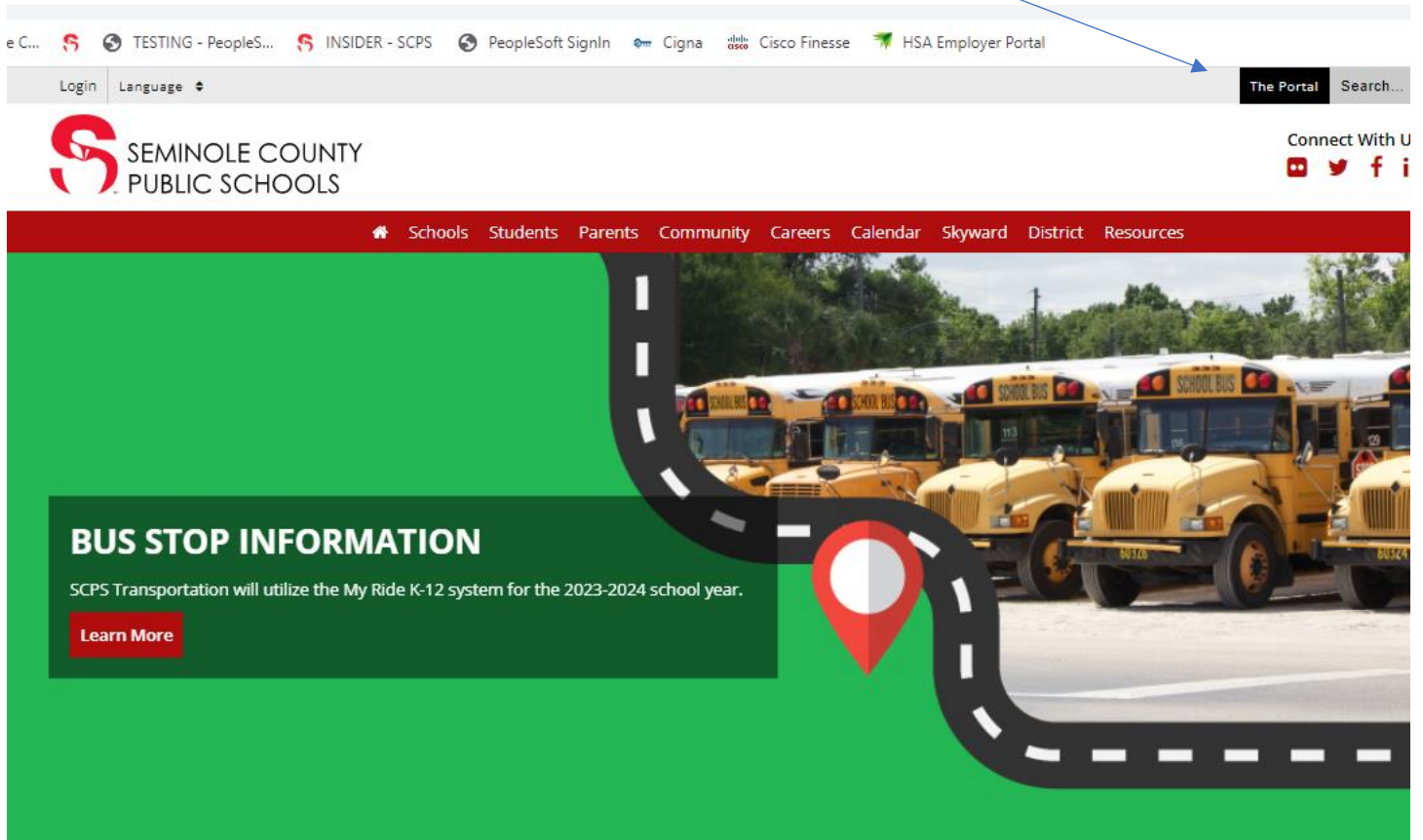
Employees choosing to decline the medical coverage are required to complete the enrollment and upload proof of qualified medical coverage such as a medical ID card.

Before you begin, *if* you are choosing to enroll a spouse and / or dependent child(ren) to the **medical plan benefit** you will be required to upload a copy of the *following* documents as proof of dependent eligibility during the initial enrollment process:

- **Child** – birth certificate(s) and social security card(s)
- **Spouse** – marriage certificate and social security card

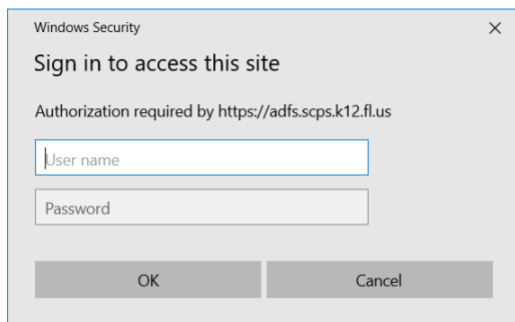
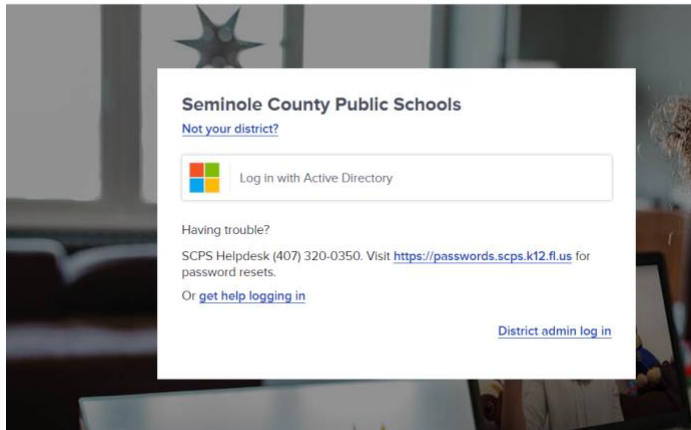
For assistance, see your onsite Benefit Advocate or email to your Benefits Specialist or contact the Benefits & Wellness Department at 407-320-0095.

### **1. Login to Clever Portal with your user ID and password.**

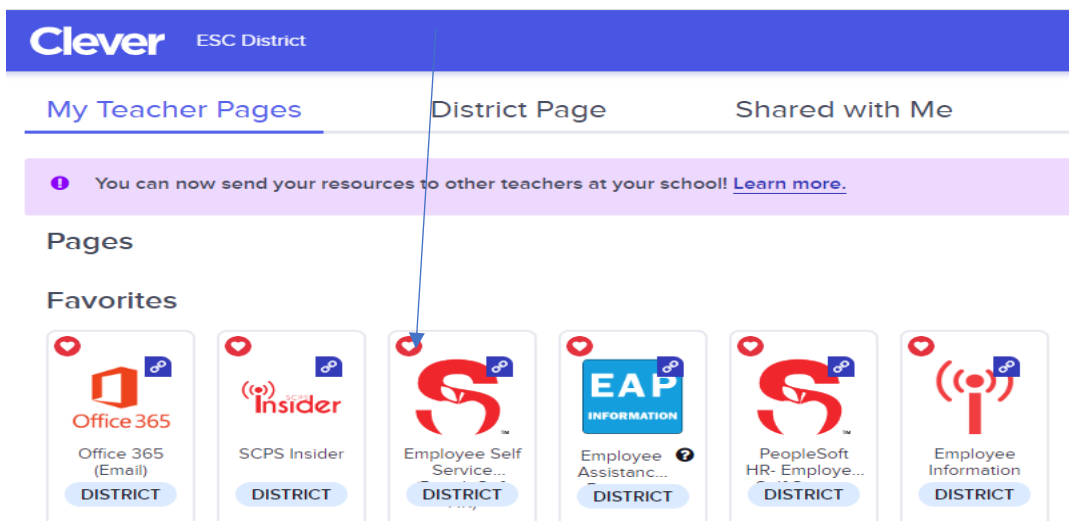


The screenshot shows the top navigation bar of the Seminole County Public Schools website. The bar includes links for 'Login' and 'Language'. A blue arrow points from the instruction 'Login to Clever Portal with your user ID and password.' to the 'The Portal' button in the navigation bar. Below the navigation bar is the Seminole County Public Schools logo and a 'Connect With Us' section with social media icons. The main content area features a red navigation bar with links for 'Schools', 'Students', 'Parents', 'Community', 'Careers', 'Calendar', 'Skyward', 'District', and 'Resources'. Below this is a green banner with a black road graphic and a red location pin icon. The banner contains the text 'BUS STOP INFORMATION' and 'SCPS Transportation will utilize the My Ride K-12 system for the 2023-2024 school year.' with a 'Learn More' button.

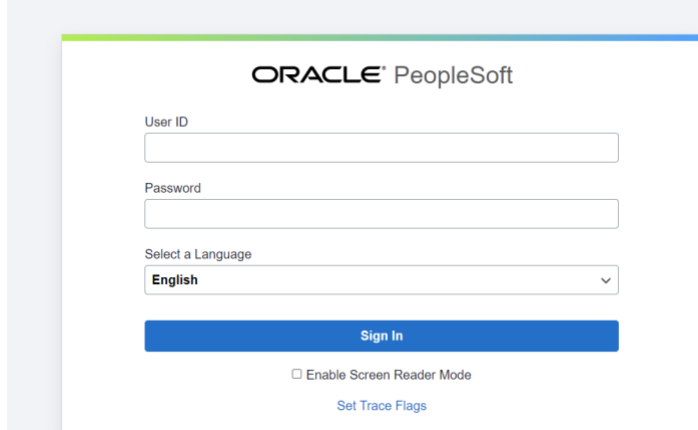
## 2. Login to Clever



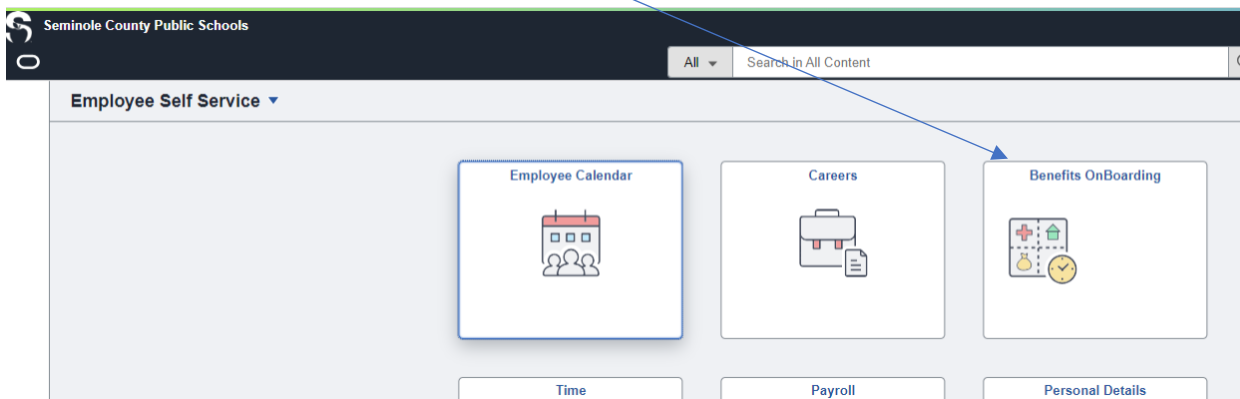
## 3. Select Employee Self Service



#### 4. Login with your username and Password (if required)




#### 5. Select the Benefits Onboarding tile

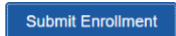


Important: Refer to screenshot below

- Each section listed on the left panel must all be completed or marked as completed.
- Important: On section/ Step 4 – **Open Enrollment tab** – You must open **EACH benefit plan being offered in this section to either elect or decline/waive the benefit** being offered.
- When you have COMPLETED a section, the section will now reflect as COMPLETED and you will see a checkmark inside the circle. (Screenshot below) **A section is NOT complete until you see the checkmark inside the circle.**

**Status**  **Changed**

- Sections that are not complete will be reflected as IN PROGRESS or NOT STARTED
- **You may click on the MARK COMPLETED tab (on the upper right) once you have completed a section.**
- Review the Summary tab to confirm all sections have been completed. The summary page allows you to return and complete and sections of your enrollment.
- Complete Onboarding - Your Onboarding is complete when you click on COMPLETE and EXIT (top of the panel)



## Enrollment sections

<b>Before to start video</b> ✔ Complete	<h3>Complete Onboarding</h3> <p>Congratulations!</p> <p>You have completed your Benefits Onboarding Event.</p> <p>Your OnBoarding has to be verified and approved by the Benefits Department. You will be notified in-case Benefits Department needs any further informations or actions on your part.</p> <p>Select the Complete pushbutton to complete this event.</p> <div><p><b>Message Center</b> ?</p><p><b>Message Log</b></p><p><a href="#">Send message to Benefit Specialist</a></p><p><b>Complete and Exit</b></p></div>
<b>Welcome instruction and Video</b> ✔ Complete	
* <b>Acknowledgement</b> ✔ Complete	
* <b>Medical &amp; Tobacco Declaration</b> ✔ Complete	
* <b>Open Enrollment</b> ✔ Complete	
<b>Fluid Benefits Summary</b> ✔ Complete	
<b>Benefits Statements</b> ✔ Complete	
<b>ACA 1095-Consent</b> ✔ Complete	
<b>W-2/W-2C Consent</b> ✔ Complete	
<b>Summary Page</b> ✔ Complete	
<b>Complete Onboarding</b> ● Visited	