



## PARTICIPANT ENROLLMENT INSTRUCTIONS

### **GETTING STARTED**

- Go to [www.ebcsolutions.com](http://www.ebcsolutions.com)
- Click on the Section 125 Flex tab.
- In the drop down Employer list, select the “Current” option for your school district.

If you are an **existing** school employee, enter the User Id and Password you currently use to log into your account. If you do not remember what it is, click on Forgot User ID or Password and follow the prompts.

If you are a **brand new employee** to the school district, click on the New to the system? Enroll now! option.

**Password: see body of e-mail or call EBC for your school’s password**

After you have logged in and created your personal information you must log out and wait 24 hours to let the system run the update. After waiting 24 hours, you can log into your account to make your election.

**Please Note: New employees should not wait until the last day of open enrollment to set up your account as you will not be able to make an election until 24 hours after you set up your account.**

### **TO ADD AN ELECTION DURING OPEN ENROLLMENT**

On the right side of the screen you will notice a yellow box with Important Messages in it. This will show when your Open Enrollment ends.

Click: **Enroll Now**

This will bring you to the Benefit Enrollment Tab

#### **Step 1 - Benefit Selection**

If you do **not** want to enroll in a specific benefit, click on the Enroll box for that benefit and remove the checkmark.

The only boxes that should be checked are the ones in which you want to participate.

The Annual election box will be pre-populated with zero's (0.00). Enter your Annual Election in the box.

Click: **Next**

### **Step 2 - Direct Deposit Request**

This will already be filled in if you have provided the information in your Personal Profile. If nothing is different click on I Agree

Click: **Next**

### **Step 3 - Enrollment Confirmation**

Please review this information thoroughly...

Click: **Finish**

An Enrollment Confirmation page will now appear. ***Please be sure you receive this confirmation and print it out for your records. This is the only confirmation you will receive!***

Once you make your election and you log back in, you will not be able to see what you have elected because you are able to go in and make changes until your open enrollment end date.

If you have any questions or difficulty signing into your account, please call EBC at 1-888-507-6053 and an EBC representative will be happy to assist you.