

How to complete Self-Enrollment

TURN★KEY™
BENEFITS ADVANTAGE

Do:



- Review product options ahead of enrolling
- Ensure internet connection, Google Chrome recommended
- Gather dependent and beneficiary information
- Set aside 20-30 minutes to complete

Don't:



- Hesitate to call (877) 285-9712 with any questions!

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Welcome to Your Benefits Enrollment!

EMPLOYEE LOGIN

To get started, please log in:

 USER ID

 Personal Identification Number (PIN)

By entering your user ID and Personal Identification Number, you are agreeing to the [Terms of Use](#) and [Privacy Notice](#).

[Forgot PIN?](#)

LOG IN

NEED HELP?

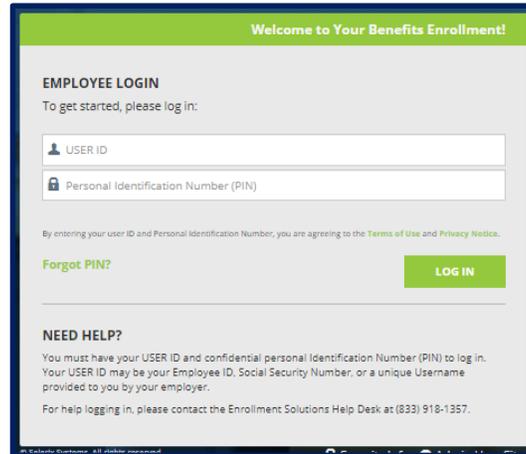
You must have your USER ID and confidential personal Identification Number (PIN) to log in. Your USER ID may be your Employee ID, Social Security Number, or a unique Username provided to you by your employer.

For help logging in, please contact the Enrollment Solutions Help Desk at (833) 918-1357.

Log In

To make elections, visit your employee portal and go to the “How to Enroll” tab. Then, click on the drop-down labeled “Self-Enroll”.

<https://www.benefits-direct.com/tps501>

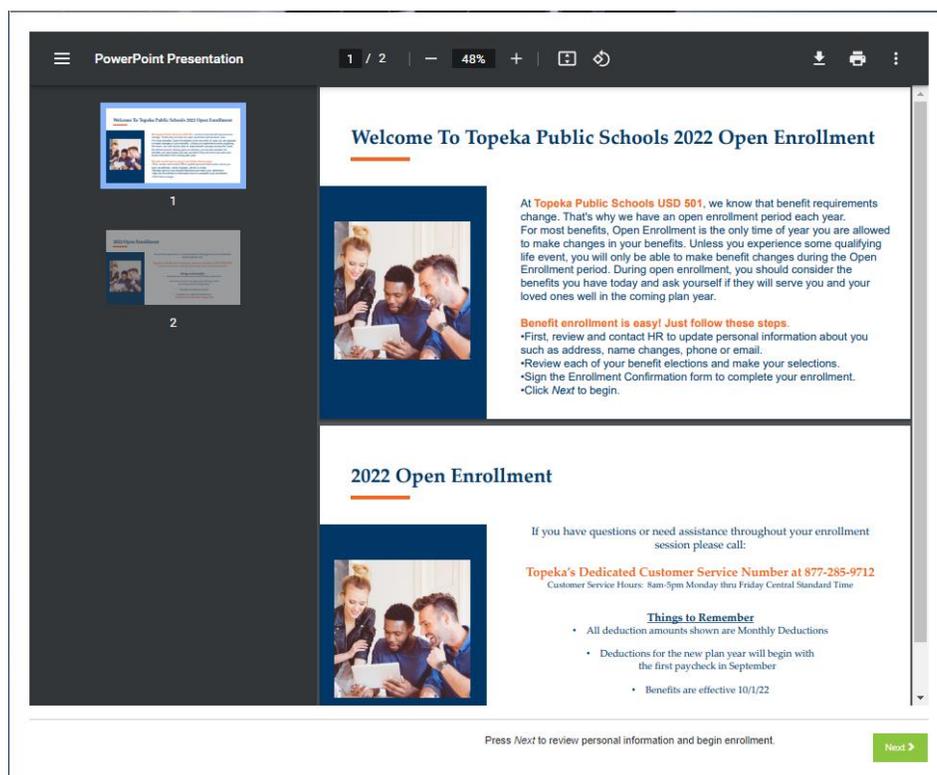


The screenshot shows a web page titled "Welcome to Your Benefits Enrollment!". Below the title is the "EMPLOYEE LOGIN" section. It asks the user to log in and provides two input fields: "USER ID" and "Personal Identification Number (PIN)". There is a "Forgot PIN?" link and a green "LOG IN" button. Below the login fields, there is a "NEED HELP?" section with instructions on how to use the USER ID and PIN, and contact information for the Enrollment Solutions Help Desk at (833) 918-1357.

USER ID: first Initial + last name + last four of SSN, no spaces or dashes. (Note – all lower case, for example: jdoe1234)

PIN: last four of SSN + last 2 digits of birth year, no spaces dashes

Once you have entered this information, click the “Log In” button to continue. Now you will arrive at the “Welcome” Page! This screen provides you with enrollment steps and things to remember. Click the “Next” button to begin your enrollment.



The screenshot shows a PowerPoint presentation slide titled "Welcome To Topeka Public Schools 2022 Open Enrollment". The slide contains the following text:

Welcome To Topeka Public Schools 2022 Open Enrollment

At **Topeka Public Schools USD 501**, 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 such as address, name changes, phone or email.
- Review each of your benefit elections and make your selections.
- Sign the Enrollment Confirmation form to complete your enrollment.
- Click Next to begin.

2022 Open Enrollment

If you have questions or need assistance throughout your enrollment session please call:

Topeka's Dedicated Customer Service Number at 877-285-9712
Customer Service Hours: Sun-5pm Monday thru Friday, Central Standard Time

Things to Remember

- All deduction amounts shown are Monthly Deductions
- Deductions for the new plan year will begin with the first paycheck in September
- Benefits are effective 10/1/22

Press Next to review personal information and begin enrollment. **Next**

Personal & Contact Information

The next screen is your Personal Info screen; However, if you need to make demographic changes, please contact Human Resources.

Click "Next".

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Status (0% Complete)

Home You & Your Family My Benefits Sign & Submit

Personal Information

Please review your personal information to ensure it is correct and complete. You are not able to change information in the system; however if you need to make a change, please contact Human Resources

Personal Info

Name : Employee Test
First MI Last Suffix

Date of Birth: 09/01/1985

SSN: ***-**-2347

Gender : Male Female Other

Contact Info

Address: USA
Country

624 SW 24th Street
Street

Street (cont.)

Topeka KS 66611
City State Zip

Home Phone: (785) 295-3000

Work Phone: () - Ext. ()

Mobile Phone: () -

EMail:

Personal EMail:

Back Next

Dependent Audit Information

The next screen is the Dependents screen. You may update your dependent information here.

You can add a dependent by clicking the “plus” sign on the right side of screen and a new screen will appear where you can add the new dependent. Once you have added the new dependent (if applicable) click “Save” and you will be brought back to the main dependent screen (shown below). You will see the dependent that was added.

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Status (0% Complete)

Home You & Your Family My Benefits Sign & Submit

Dependents

Click Add ("Plus" icon at top right of table) to add your spouse or dependent children. Dependent children may only be covered in a plan if they meet the necessary requirements defined by the plan. Click the Next button when you are finished.

Name	SSN	DOB	Sex	Relation	Uploads	
Spouse Test	***-**-3987	7/1/1985	F	Spouse	0	
Child Test	***-**-6649	4/1/2010	F	Child	0	

Add a Dependent

If your dependent is not listed above or you would like to add an additional dependent, simply click the Add Dependent button below.

[+ Add Dependent](#)

[Back](#) [Next](#)

If you need to Edit a dependent’s information, select the pencil to the right side of that dependent.

If your changes include the deletion of a dependent then select the “X” on the right hand side of screen next to the pencil of the dependent you wish to delete.

Click “Next” to move forward.

Employment Information

The next screen is a review of your Employment Information.

Click “Next” to continue and move forward to the actual enrollment screens for your benefits.

The screenshot shows the TurnKey Benefits Advantage web interface. At the top left is the TurnKey logo with the tagline 'BENEFITS ADVANTAGE'. To the right of the logo is a 'Status (0% Complete)' indicator with a progress bar. Further right are logos for 'TOPEKA' and two document icons. Below the logo area is a navigation bar with links for 'Home', 'You & Your Family', 'My Benefits', and 'Sign & Submit'. On the right side of the navigation bar are 'Back' and 'Next' buttons. The main content area is titled 'Employment' and contains a light blue informational box with a warning icon and the text: 'Please review and correct your employment information shown here. Please contact your employer if this need to be changed. Press Next to continue.' Below this is the 'Employment Info' section, which lists the following details: Date of Hire: 8/1/2021; Eligibility Date: 8/1/2021; Location: Default; Department: TOPEKA HIGH SCHOOL; Job Class: CERTIFIED; Title: Teacher; Salary: \$50,000.00; Pay group: Semi-Monthly; and Payroll Frequency: Monthly. At the bottom of the page are 'Back' and 'Next' buttons.

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Status (0% Complete)

TOPEKA

Home You & Your Family - My Benefits - Sign & Submit

Back Next

Employment

Please review and correct your employment information shown here. Please contact your employer if this need to be changed.
Press Next to continue.

Employment Info

Date of Hire:	8/1/2021
Eligibility Date:	8/1/2021
Location:	Default
Department:	TOPEKA HIGH SCHOOL
Job Class:	CERTIFIED
Title:	Teacher
Salary:	\$50,000.00
Pay group:	Semi-Monthly
Payroll Frequency:	Monthly

Back Next

Enrolling in Benefits

You will now see all of your options for benefit elections. Any coverages that you are currently enrolled in will show under each benefit!

Once you've reviewed the **Benefit Summary** page, Click **"Next"** on the top or bottom right hand side of the screen to be taken through all the offered **Benefits** you are currently not enrolled in to either **elect** or **waive**.

If you would like to return to the **Benefit Summary** page at anytime, click on **My Benefits** tab at top of screen and select **Benefit Summary** from the dropdown.

Please only click **"Review"** on the benefit summary page for a product you wish to make changes to.

Once you are satisfied with your elections, click **"Next"**.

The screenshot displays the TurnKey Benefits Advantage enrollment interface. At the top, the status is '95% Complete'. The main content area is titled 'Benefit Summary' and includes a list of current benefit elections. The first election is for BCBS of KS Medical, with a 'Review' button. Below this, enrollment details are provided for 'Plan D' with 'Employee+Family' coverage. A table lists the enrolled individuals: Employee (Test, 6/1/1985, M), Spouse (Test, 7/1/1985, F), and Child (Test, 4/1/2010, F). A green banner indicates that enrollment is complete with a monthly cost of \$1,167.88. On the right, a 'My Benefits' sidebar lists various optional coverages and their costs, with a total monthly cost of \$1,336.78.

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Status (95% Complete)

Home You & Your Family - My Benefits - Sign & Submit

Benefit Summary

Below is a list of your current benefit elections. For each of the benefit options below, your "Quick Enroll" option is shown. Click the Quick Enroll link to accept on each one, or click "Review" to review your other options.

BCBS of KS Medical Review

Enrollment Details

Product Name: Plan D
Coverage Level: Employee+Family

First Name	MI	Last Name	DOB	Sex	Relationship
Employee		Test	6/1/1985	M	Employee
Spouse		Test	7/1/1985	F	Spouse
Child		Test	4/1/2010	F	Child

You have completed enrollment in this plan. Your cost per month will be \$1,167.88

My Benefits

- BCBS of KS Medical \$1,167.88
- BCBS of KS Dental \$46.74
- Superior Vision \$14.89
- FME Health Care Reimbursement \$0.00
- FME Dependent Care \$0.00
- Reimbursement
- RSLI Voluntary Short Term Disability \$28.45
- RSLI District Paid Basic Life \$0.00
- RSLI District Paid Basic AD&D \$0.00
- RSLI Basic Dependent Life \$4.00
- RSLI Supplemental Employee Life \$0.00
- RSLI Supplemental Spouse Life \$0.00
- Prosperity Group Cancer \$0.00
- Prosperity Group Accident \$30.88
- RSLI Employee Critical Illness \$0.00
- RSLI Spouse Critical Illness \$0.00
- RSLI Child(ren) Critical Illness \$0.00
- Trustmark Universal Life \$0.00
- RSLI Hospital Indemnity \$34.46
- IdentityForce ID Theft \$9.50
- MetLaw Legal Services \$0.00

Pre-tax cost \$1,229.51
Post-tax cost \$107.27

Total Cost Monthly \$1,336.78

Sign & Submit

Once you have either enrolled in or waived each of the benefits on your enrollment screen you will need to Sign and Submit.

Please take time to review your elections to ensure accuracy. If you need to make a product change, select the product you want to change and you will be able to do so. Then, click “Next”.

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BENEFITS ADVANTAGE

Status (95% Complete)

TOPEKA

Home You & Your Family - My Benefits - Sign & Submit [Next >](#)

Sign and Submit

Here is a recap of your enrollment elections. The summary below shows your election for each benefit and includes your pre-tax and post-tax contributions **per pay period** for each plan.

- **Are You Satisfied With Your Elections?** If you are satisfied with your choices, click on the "NEXT" button at the bottom of this screen to sign your Enrollment Verification Form electronically using your PIN.
- **Need to Make Some Changes?** If you wish to make any changes to your elections, click on the benefit plan name in the menu on the left.

Your Benefits

Plan	Description	Employee Pretax Cost	Employee Posttax Cost
BCBS of KS Medical	Plan D; FA	\$1,167.88	\$0.00
BCBS of KS Dental	BCBSKS Dental Plan; FA	\$46.74	\$0.00
Superior Vision	Vision; E+1	\$14.89	\$0.00
FME Health Care Reimbursement	Waived		
FME Dependent Care Reimbursement	Waived		
RSLI Voluntary Short Term Disability	Reliance Standard Voluntary Short Term Disability; \$576	\$0.00	\$28.45
RSLI District Paid Basic Life	District Paid Basic Life & AD&D; \$10,000	\$0.00	\$0.00
RSLI District Paid Basic AD&D	Reliance Basic AD&D; \$10,000	\$0.00	\$0.00
RSLI Basic Dependent Life	10,000; SO	\$0.00	\$4.00
RSLI Supplemental Employee Life	\$	\$0.00	\$0.00
RSLI Supplemental Spouse Life	Waived		
Prosperity Group Cancer	Waived		
Prosperity Group Accident	Prosperity Group Accident - Level 1; FA	\$0.00	\$30.86
RSLI Employee Critical Illness	Waived		
RSLI Spouse Critical Illness	Waived		
RSLI Child(ren) Critical Illness	Waived		
Trustmark Universal Life	Waived		
RSLI Hospital Indemnity	Reliance Standard Hospital Indemnity; ES	\$0.00	\$34.46
IdentityForce ID Theft	IdentityForce; EC	\$0.00	\$9.50
MelLaw Legal Services	Waived		
Monthly Total		\$1,228.51	\$107.27

Signatures Required

To complete your enrollment, you must sign the following forms. Press Next to begin signing forms.

Form Name	Status	Date Signed/Reviewed	Enroller Date Signed/Reviewed
<input checked="" type="checkbox"/> 6130-01-18_KS Accident Enrollment	Signed	07/27/2022 6:46:18	07/27/2022 6:46:25
<input type="checkbox"/> Enrollment Confirmation	Unsigned		N/A

[Next >](#)

CONGRATULATIONS!

YOU HAVE COMPLETED YOUR ENROLLMENT!

Please click on <https://www.surveymonkey.com/r/2022tps501> to share your thoughts and experience using the Self-Enroll option to elect your benefits!

If you would like a copy of your Benefit Confirmation Statement, scroll to the bottom of the page and Click on “Enrollment Confirmation.”

Lastly, Click “Logout” at the top once you are completed with your enrollment and survey.

Sign/Submit Complete

Congratulations!

Your enrollment is now complete. You may log-in to the system at any time during the year to review your benefit elections.

Recap of Your Elections

Listed below is a recap of your elections including who is covered under each benefit plan and your named beneficiaries. **Scroll down to the bottom of this screen to view a list of your completed enrollment forms.**

We would appreciate your feedback, please click link to complete a quick survey

<https://www.surveymonkey.com/r/2022TPS501>

✓ BCBS of KS Medical

Enrollment Details

Product Name: Plan D

Coverage Level: Employee+Family

Completed Forms

Following is a list of forms reviewed and/or signed during the enrollment. Click on the form name to view or print.

Press *Logout* to exit the website.

Form Name	Date Signed/Reviewed	Enroller Date Signed/Reviewed
6130-01-18_KS Accident Enrollment	07/27/2022	07/27/2022
Enrollment Confirmation	07/27/2022	N/A

Return