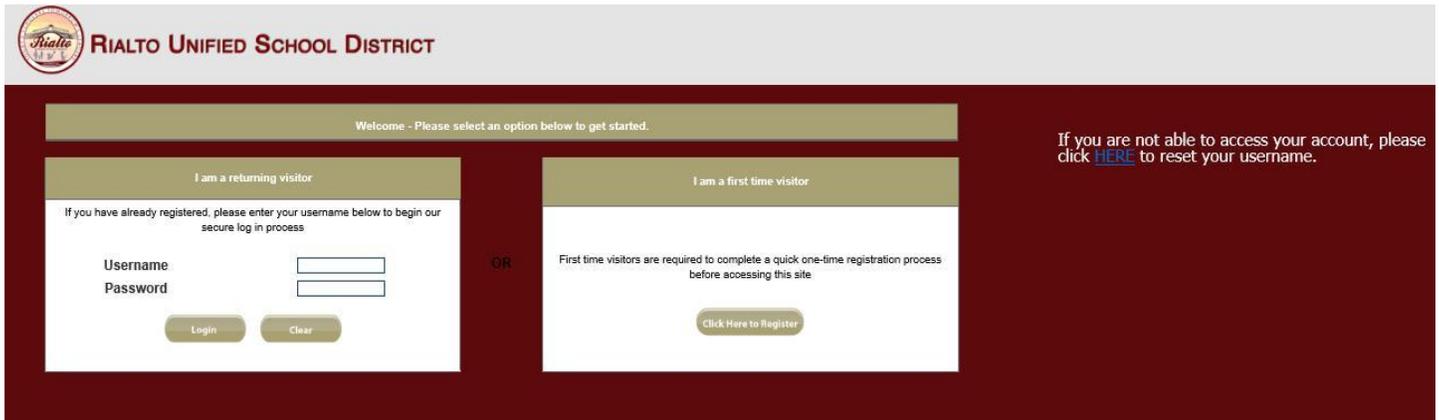


Rialto Unified School District's *eBenefits Online Enrollment Guide*



Registration

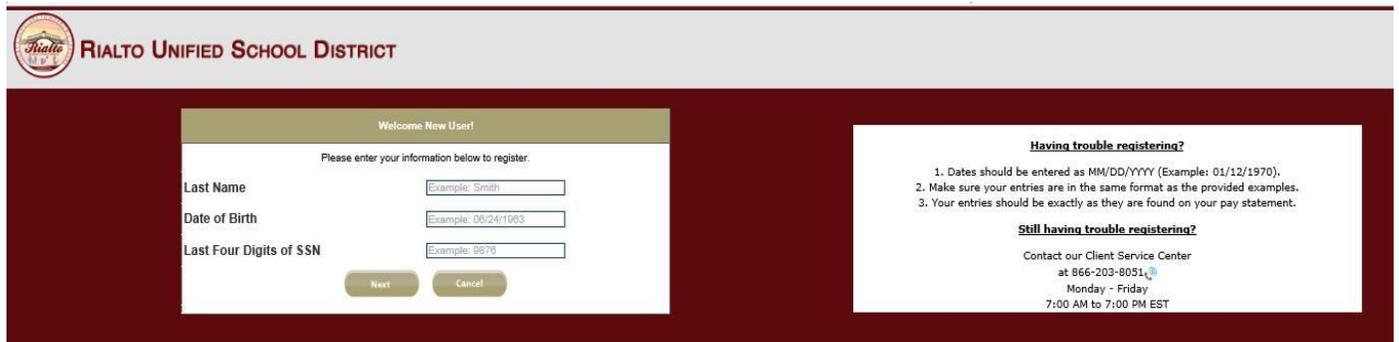
To access the system, you will need to type: <http://www.ebenefits.com/rialtoUSD> into the address bar of your web browser. You will be directed to the login page (see Fig. 1). If you have not previously registered, click “Click Here to Register” in the “I am a first time visitor” box. You will only need to register once. Once you click on the link, the validation page will appear.



(Fig. 1)

First-Time User Validation

You will need the following information to securely validate your identity: last name, date of birth, and last four digits of your social security number. After this data has been entered, click the “Next” button (see Fig. 2)



(Fig. 2)

Registration Details

Review your employee information on the Employee Information Tab. Enter any applicable information (such as your emergency contact).

Click “Save and Continue” at the bottom of the page and you will be directed to a page where you will need to create your username, password, and secret question & answer. (Figs. 3)

Remember your username and password; you will need them each time you log on to eBenefits.

NOTE: The username and password must be a least 8 characters long and can contain only letters and numbers, no special characters (sample user name Bsmith06).

RIALTO UNIFIED SCHOOL DISTRICT

Login Information

Username * Hint: Please Only Use Alpha Numeric (Letters and/or Numbers) For Your User Name

Password * Hint: Please Only Use Alpha Numeric (Letters and/or Numbers) For Your Password

Confirm Password *

Security Questions and Answers

New Secret Question *

Answer *

Submit Cancel Clear

(Fig. 3)

eBenefits Home Page

Once you have submitted your security information you will be redirected to the eBenefits Home page. Depending on the event period (ie, New Hire, Open Enrollment, etc.), you will have a link under the Take Action section of the screen. To begin your benefit elections, click on the appropriate link. If you are not in an event, you are only permitted to review your current elections and update your beneficiaries. (Fig. 4)

RIALTO UNIFIED SCHOOL DISTRICT

Contact Us Help Sign Out Back to Admin

Welcome Diane Test

My Home View My Benefits My Family & I Report My Life Event Change My Messages (4) My Documents

Welcome to EBenefits!

Manage your information from one convenient location. My Home!

Click any link on your 'My Home' page and you will be redirected to the corresponding page.

View My Benefits

- View your current benefits or your up-coming plan year benefits
- Get carrier's phone numbers
- Access carrier's websites

My Family & I

- View your personal information, change your username and password, add or modify your emergency contact information
- View, modify or add dependents and beneficiaries

My Life Events

Have you just gotten married? Need to add your new baby to benefits? Has your dependent lost coverage under their benefits plan? Click on 'My Life Events' to make any changes.

My Messages

View messages regarding your benefit plans and elections

My Documents

Download benefit resource documents

Welcome

- I Need to Report a Qualifying Life Event Change
- I Want to Review My Dependent & Beneficiary Information
- I Want to Review My Employee Information

Online Resources

- Kaiser Permanente
- United Healthcare
- Delta Dental
- Western Dental
- MES Vision
- Aetna
- AFLAC

Documents & Forms

- Click Here to Find Documents & Forms

Support

- Rialto Unified School District
- EBenefits Technical Customer Support

(Fig. 4)

My Home- Link to begin your enrollment, connect to benefit provider websites, access documents pertaining to your benefits, download forms, and review messages.

View My Benefits- Review current benefit information, including dependents and beneficiaries, enroll in and make changes to your benefits, and direct links to benefit provider information.

My Family & I- Review your employee profile information, add and/or change your dependents/beneficiaries.

Report My Life Event Change- Make changes to applicable benefits for a qualifying life event such as; marriage, birth, divorce, etc.

My Messages- View messages.

My Documents- View and print documents and forms.

Making Your Elections

To start making elections, simply click on the Change My Enrollment link, make your election, then click the Save & Continue button at the bottom of the page to proceed through your benefit elections (Fig. 5)

The screenshot shows a web interface for making medical benefit elections. At the top, there are navigation steps: 1. Enroll, 2. Dependents, and 3. Provider. The main heading is "Medical". Below this, there is a message: "Please make your Medical benefit election below. You must either Elect or Decline coverage." and a note: "Have questions on this benefit program? For more information, click on the 'Learn More' link located next to the benefit plan, otherwise, please make your benefit election below and click the 'Save & Continue' button." There is a small image of a doctor and a patient. Below the message, there is a table of benefit options. The first option is "Kaiser HMO Certificated and Management/Enrolled" with a status of "Active". The second option is "Kaiser HMO Certificated and Management" with a "Learn More" button. The third option is "UHC Plus PPO Certificated and Management" with a "Learn More" button. The table also shows "Option", "Coverage Level", and "Annual Employee Contribution" for each option.

Option	Coverage Level	Annual Employee Contribution
Kaiser HMO Certificated and Management/Enrolled	Enrolled	\$0.00
Kaiser HMO Certificated and Management		
UHC Plus PPO Certificated and Management		

(Fig. 5)

Submitting Your Elections

Once you have completed your elections you will need to take a final step to confirm that you have completed your enrollments. Go to the bottom of the page or upper right-hand corner of the page and click the green "Submit Enrollments" button. (Fig. 6)

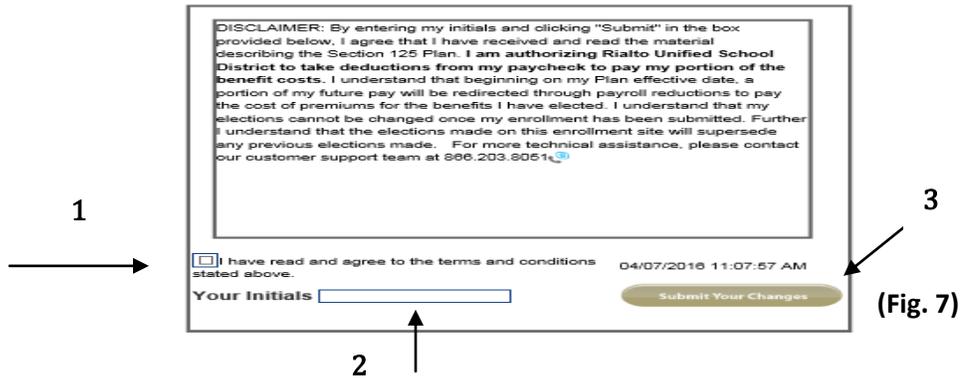
The screenshot shows the "New Hire" enrollment page. At the top right, there is a green "Submit Enrollments" button with a checkmark icon. Below this, there is a "Medical" section with a "Pending Submission" warning icon. The "Medical" section is divided into "CURRENT COVERAGE" and "NEW COVERAGE". The "CURRENT COVERAGE" is "Kaiser HMO Certificated and Management" and the "NEW COVERAGE" is "UHC High HMO Certificated and Management". Below the "Medical" section, there is a "Dental" section with a "Pending Submission" warning icon. The "Dental" section is divided into "CURRENT COVERAGE" and "NEW COVERAGE". The "CURRENT COVERAGE" is "Delta Dental PPO" and the "NEW COVERAGE" is "Delta Dental HMO".

Section	Coverage Level	Covered Dependents	Your Contribution per Year	Carrier Name	Effective Date
Medical - CURRENT COVERAGE	Enrolled	John Test-Son, David Test-Spouse	\$0.00	Kaiser - RUSD	07/01/2015
Medical - NEW COVERAGE	Enrolled		\$21,486.36	Paoticare	
Dental - CURRENT COVERAGE	Enrolled	John Test-Son, David Test-Spouse	\$0.00	Delta Dental	07/01/2015
Dental - NEW COVERAGE	Enrolled		\$0.00	Delta Dental	

(Fig. 6)

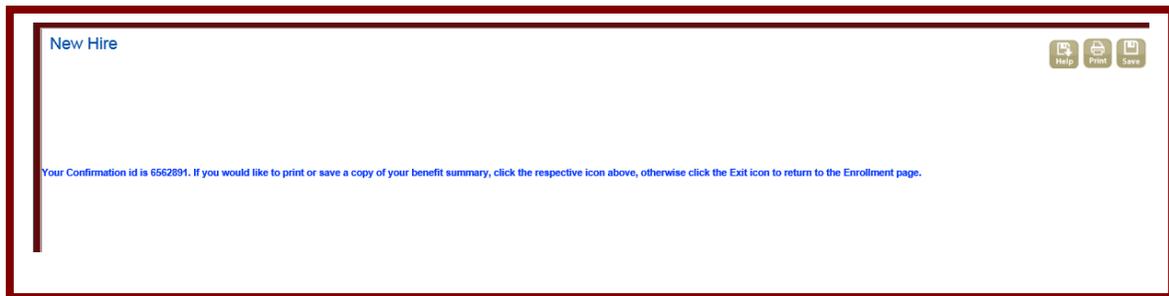
Completion

Once you have clicked the “Submit Enrollments” button you will be directed on the Disclaimer page. Check the box to indicate you have read the disclaimer (1), type your initials in the initials box (2) and click “Submit Your Changes” (3). (Fig. 7)



The screenshot shows a disclaimer text box at the top. Below it, there is a checkbox labeled "I have read and agree to the terms and conditions stated above." with the number 1 pointing to it. To the right of the checkbox is the timestamp "04/07/2016 11:07:57 AM". Below the checkbox is a text input field labeled "Your Initials" with the number 2 pointing to it. To the right of the input field is a green button labeled "Submit Your Changes" with the number 3 pointing to it. The entire form is enclosed in a box with the caption "(Fig. 7)".

You have now successfully submitted your election and you will receive a confirmation message. (Fig. 8)



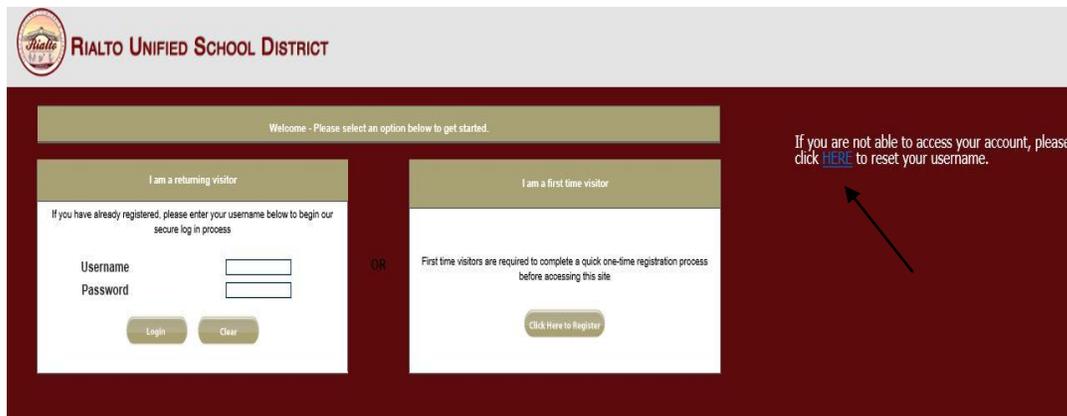
The screenshot shows a confirmation message page titled "New Hire". The message reads: "Your Confirmation id is 6562891. If you would like to print or save a copy of your benefit summary, click the respective icon above, otherwise click the Exit icon to return to the Enrollment page." There are three icons in the top right corner: "Help", "Print", and "Save". The page is enclosed in a red border with the caption "(Fig. 8)".

(Fig. 8)

Please be sure to print a copy of your benefit summary for your records.

Forget Username and Password

Resetting your user name and password can be done by clicking the “HERE” link to the right of the homepage. You will need the following information to securely validate your identity: last name, date of birth, and last four digits of your social security number. (Fig. 9)



The screenshot shows the login and registration page for Rialto Unified School District. The page has a header with the district logo and name. Below the header, there is a welcome message: "Welcome - Please select an option below to get started." There are two main sections: "I am a returning visitor" and "I am a first time visitor". The "I am a returning visitor" section has a form with "Username" and "Password" fields, a "Login" button, and a "Clear" button. The "I am a first time visitor" section has a "Click Here to Register" button. There is a link labeled "HERE" in the text "If you are not able to access your account, please click [HERE](#) to reset your username." with an arrow pointing to it. The page is enclosed in a red border with the caption "(Fig. 9)".

(Fig. 9)

Rialto Unified Risk Management

Benefits Certificated Employees

Velinda Patten, Ext 2113 vpatten@rialto.k12.ca.us

Benefits Classified Employees

Jennifer Pearsall, Ext 2112 jpearsal@rialto.k12.ca.us

Workers Compensation/Prop & Liab

Ron Ramirez Ext 2111 rramirez@rialto.k12.ca.us

Risk Management Secretary

Gloria Rodriguez Ext 2110 grodrigu@rialto.k12.ca.us

Senior Director

Derek Harris Ext 2110 dharris@rialto.k12.ca.us