



## **BENEFIT ENROLLMENT & CHANGES**

When ready to enroll or submit changes to your current elections, please follow the easy steps below. Please remember Anthem and Delta Dental forms **must** be submitted and received by May 21. (All FSA enrollments **must** be submitted by June 11th)

**STEP 1** Please print the desired forms below, complete and scan them to [benefits@portlandschools.org](mailto:benefits@portlandschools.org) or send them to the Central Office at 353 Cumberland Avenue. (Please remember to completely fill out the forms. Anthem for instance, must have your PCP name for the ChoicePlus plan)

**STEP 2** Once your forms are received by Human Resources, you will receive an acknowledgement email and if applicable a new Benefits Election Form (BEF). Anthem and Delta Dental enrollments AND changes will require a new BEF to be signed. This is your acknowledgment and authorization for the new biweekly deduction.

**STEP 3** (if applicable) Scan or Mail the BEF form back to HR as soon as possible.

**STEP 4** A confirmation email will be sent once the BEF has been received and approved for processing within the appropriate time frame.

**REMINDER:** Forms are not considered received until/ unless you receive a confirmation email.

**For questions or request a virtual meeting contact [benefits@portlandschools.org](mailto:benefits@portlandschools.org).**