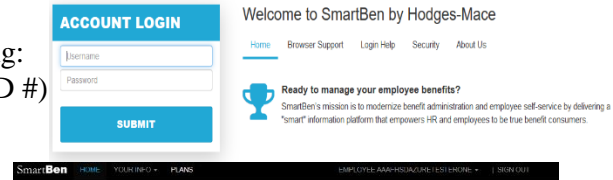


Benefits Enrollment Instructions

SmartBen is our on-line enrollment tool. The site is accessible via the Internet at fhdschools.smartben.net and can be accessed 24 hours a day, seven days a week.

Step 1: Log on to fhdschools.smartben.net using the following:
Username: FHXXXXX (XXXXX = Your employee ID #)
Password: mmddyyyy (your Date of Birth
no dashes, slashes, or spaces)

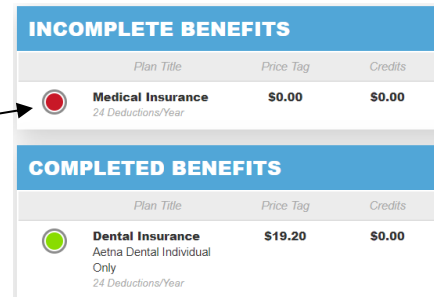


Step 2: Review the information provided on the “Plans” tab. When finished reviewing, click “Home” at the top of your screen.

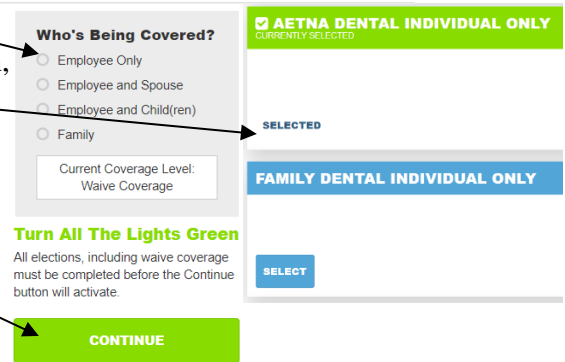


Step 3: Click on the “Begin Enrollment” button to begin.

Step 4: You will see a summary of your benefits. If you have a red circle by any benefit, be sure to click on that option and elect the coverage you need. **You will not be able to complete your enrollment until each button is green.**



Step 5: For each category that you change, you must choose “who is being covered?” on the right side of your screen, then click “select” on the plan you wish to elect. Once you click “Continue” you will be brought back to the summary page.



Step 6: When you have completed your elections, click the “Continue” button and then click “Continue” again. Carefully review your elections to ensure accuracy, enter your initials in the box and click on “Complete Enrollment”.

Don't Forget To Sign!
You must type your initials in the Agreement box in order to activate the Complete Enrollment button.



Step 7: **VERY IMPORTANT** – you are not finished until you see a screen that displays the statement, “Congratulations, you have successfully completed the enrollment process.” **Print** a confirmation summary of your elections to **keep for your records.**

