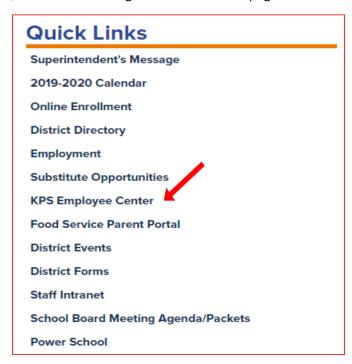
Welcome to your new On-line Enrollment System! New Hire Directions:

The District is excited to debut our new Online System through the Employee Access Center. Through this system, you will be able to enroll for Medical, Dental, Vision, Life and Flex all in a few easy steps.

Step One: Once you receive your user ID and password from HR or IT then click on the **KPS Employee Center** under **Quick Links** on the right-hand side of the page.



Then select Employee Access Center in the box:

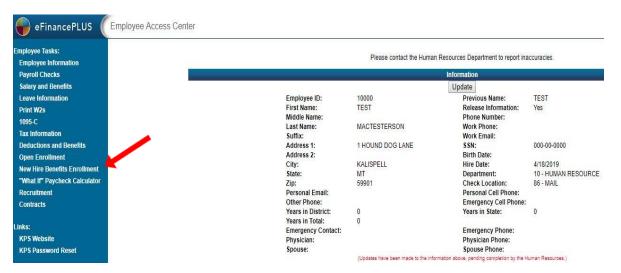
KPS Employee Center Click on the links below to access the different KPS Employee Portals **Employee Access Center** eFinance Plus KPS Employee Portal (Data previous to July 1, 2019) Absence Entry Requisitions (see video below) **Earning Statements** Benefits Enrollment Reports (Power Users can also get to Time Sheet Entry W2's **Employee Data** and the Employee Access Center through eFinance) Earning Statements and W2's (District Network login credentials) Substitute Opportunities Time Sheet Entry · Coding 101 PDF Login is employee ID# (copier #) · Creating a Requisition in eFinance and PW is last 4 of SS #) Video link * Please do not change login credentials for Access Center

That will take you to the **Login Page** for the **Employee Access Center**. Your user ID is your Employee ID# and your password is the last 4 digits of your Social Security number.



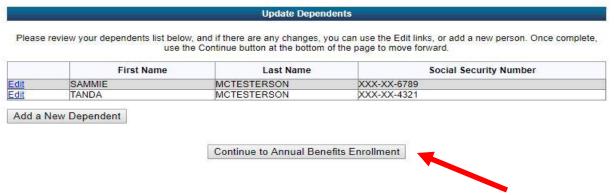
Step 2: Click on the New Hire Benefits Enrollment Button

You are now in the Employee Access Center! To start the New Hire Enrollment process, click on the New Hire Benefits Enrollment Button. Everyone working 20 hours or more per week are required to Enroll or Waive Coverage. If you work 20 hours or more, you cannot skip this step.



Step 3: Enter/Review your Dependent information. If you don't have Dependents, then select the **Continue** button at the bottom of this screen.

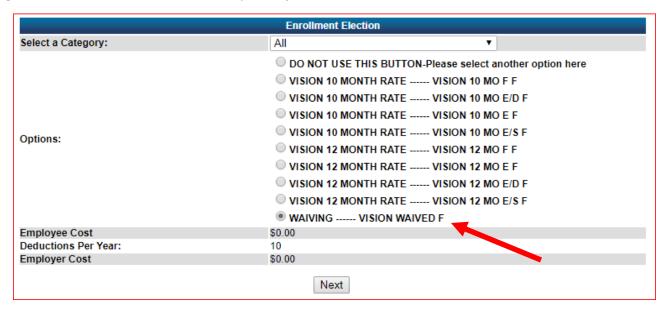
If you would like to add a dependent, please click on the **Add a New Dependent** button. Once you have completed step 3. Click on **Continue to Annual Benefits Enrollment** button to move to the next screen.



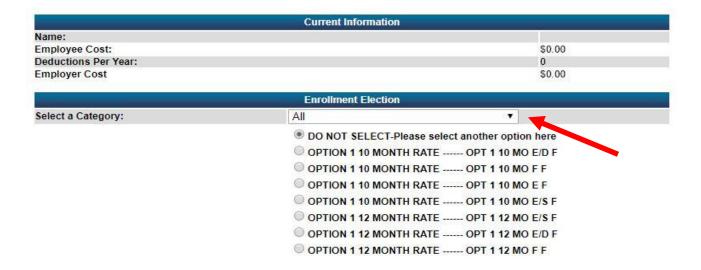
Step 4: Enroll for Medical Benefits:

IMPORTANT: Please make sure to ALWAYS choose the **12-month rate**.

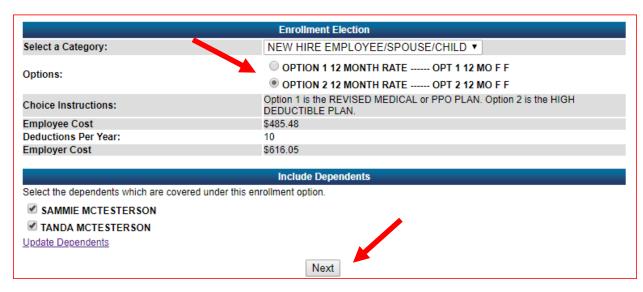
WAIVING COVERAGE: If you are waiving coverage just click **WAIVING......** On each page for the different coverage and hit **Next** for each Benefit and skip to **step 8**:



1. The first thing you will need to do, is click on the drop down under Enrollment Election and pick who you are electing coverage for. After you select an option from the drop down, the options change to the selections you are eligible for. MAKE SURE YOU SELECT NEW HIRE IN THE DROP-DOWN BOX. ALL NEW HIRES ARE ON A 12 MONTH RATE.



2. Next, click on Option 1 12-month rate, then click next and it will automatically take you to the enrollment screen for Dental. Make sure to select the dependents who will be covered before you click next.



Step 5: Enroll for Dental Benefits:

You will follow the same process as outlined in Step 4 Above

Step 6: Enroll for Vision Benefits:

You will follow the same process as outlined in Step 4 Above

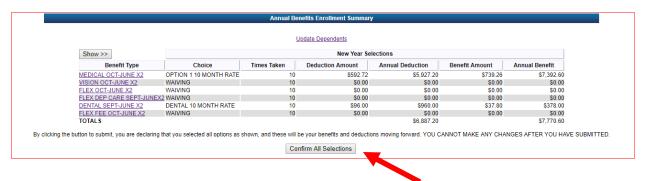
Step 7: Enroll for Flex Benefits:

IMPORTANT: Anyone that is electing Flex or Dependent Care Flex will also have to select the flex fee. Keep in mind there are three different screens for electing Flex; FLEX, DEPENDENT CARE FLEX, and FLEX FEE.

	Current Information	
Name:		
Employee Cost:		\$0.00
Deductions Per Year:		0
Employer Cost		\$0.00
	Enrollment Election	
Select a Category:	All ▼	
Options:	 DO NOT SELECT-Please select another option here FLEX 10 MONTH RATE FLEX F FLEX LIMITED 10 MONTH RATE FLEX - LIMITED F WAIVING FLEX WAIVED F 	
Employee Cost [Annual]	0.00	
Deductions Per Year:		
Employer Cost		

Step 8: Confirm All Selections:

Once you have elected all your options, you can select any of the **Benefit Types** to make changes to your selection. DO NOT SELECT the **Confirm button** until you know this is what you want. You cannot make changes after you have submitted.



Once you have confirmed your selections It will say Your Final Selections Were Submitted on MM/DD/YYYY at 0:00 AM/PM.