



Kenmore – Town of Tonawanda UFSD

Employee Self Service

Benefits Enrollment Instructions

Ready to select your benefits?
Just follow these steps to get the benefits that suit
you and your family best.

- Click on the following link (or copy and paste it into your internet browser):
<https://usrbp.benselect.com/ktufsd>
- **Enter your User ID and password/PIN.**
- Your **User ID** is your 5-digit Employee ID. If your ID is 4 digits, add a leading 0 to the entry (for example, EE ID 4423 would be 04423).
- Your **password/PIN** is the last 4 digits of your Social Security Number followed by the last 2 digits of your birth year (for example, 456780).
- Your enrollment consists of 4 steps:
 - a. Review your personal information. If you need to make changes, see “Changes to Personal Information?” below.
 - b. Add Dependent(s) Name, SSN and Date of Birth
 - c. Make your benefit elections
 - d. Sign with your password/PIN to submit your Benefit Verification Form

Self-Enrollment Steps

- Review each screen carefully when making your elections. Be sure to select the correct coverage tier (Employee Only or Employee + Family)
- Click **Next** at the bottom right of each screen to move through the enrollment and select benefits.
- **After you have finished selecting your benefits, review the *My Benefits* page to confirm all elections are correct and all dependents you wish to cover are correct.**
- After you have confirmed the information is correct, use the outer scroll bar on the right, move to bottom of the page and enter your password/PIN (shown below). After entering your password/PIN, click on the “Sign Form” button instead of using the Enter key. **Your password/PIN is the last 4 digits of your Social Security Number followed by the last 2 digits of your birth year.**

✓ Your Available Benefits

- [403b Plan Notice](#)
- [Health](#)
- [Healthcare Reimbursement Account](#)
- [Health Savings Account](#)
- [Healthcare FSA](#)
- [Dependent Care FSA](#)

PIN:

 

Your enrollment will NOT be complete until you finish this step!

Self-Enrollment Steps

- After you have signed the form, a *Sign/Submit Complete* screen will be displayed stating “*Congratulations!*” at the top (illustrated below) and you will once again be shown a summary of your benefits. Be sure to review this screen carefully, as it contains additional information not previously displayed.

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.**

- If you need to make changes, click *Return* and this will take you to the “Welcome Back” screen:
 - At top of screen, select **My Benefits**
 - Choose the benefit you’d like to change
 - Select “Unlock”
 - Make the necessary change and click *Next*
 - Re-enter your PIN and select *Sign Form*

Changes to personal information? Please access and complete the *Notification of Change Form* found in the *Forms Library* by clicking at the tab on the top right corner of your screen. Please return the form to Human Resources.