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)

✓ Your Available Benefits

403b Plan Notice
Health
Healthcare Reimbursement Account
Health Savings Account
Basic Life and AD&D
Voluntary Life-Employee
Voluntary Life-Spouse
Voluntary Life-Child
Healthcare FSA
Dependent Care FSA

- 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.**

PIN:

| ••••• | Sign Form |

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 password/PIN and select *Sign Form*

- Voluntary Life: If you elect coverage other than the policy amount provided by the District (Guaranteed Issue) for yourself, a spouse or child, you will see a column titled **"Pending Approval"** next to your Benefit Amount and Cost. Your *Benefit Verification Form* will reflect both the "Guaranteed Issue" and "Pending Approval" amounts. You may be required to complete an additional form provided by Human Resources depending on your Voluntary election amount. Once approved by Guardian Life, you will be notified by Human Resources.

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.