

**Your  
Action is  
Needed!**



# Open Enrollment November 1-17, 2017

## WHAT DOES THIS MEAN?

This is your opportunity to continue, change or waive benefits for you and/or your eligible spouse and dependents.

- ✓ All employees eligible for coverage must enroll or waive online medical benefits for 2018.
- ✓ If you are declining your insurance benefits, you are required to complete a waiver online.
- ✓ If you want to keep your same plan, you must enroll online.
- ✓ Enrollments not completed during Open Enrollment will result in a loss of coverage for 2018.
- ✓ Open Enrollment instructions will be sent to you in an email from your **schools' business office. Contact them if you do not receive the email or need a hard copy.**
- ✓ Below is a sample of your district-specific UserIDs to Sign In to your account. If you have used the system before, please note this is a CHANGE.

**First letter of first name, Last name, Last 4-digits of Social Security Number @Employer**

For Example:

SEBT	ADAMS CENTRAL	jdoe1234@adamscentral
SEBT	BLUFFTON HARRISON	jdoe1234@bhmsd
SEBT	EASTBROOK	jdoe1234@eastbrook
SEBT	MISSISSINEWA	jdoe1234@mississinewa
SEBT	NORTH ADAMS	jdoe1234@northadams
SEBT	NORTHERN WELLS	jdoe1234@nwcs
SEBT	OAK HILL	jdoe1234@oakhill
SEBT	REGION 8	jdoe1234@region8
SEBT	SMITH GREEN	jdoe1234@smithgreen
SEBT	SOUTH ADAMS	jdoe1234@southadams
SEBT	LEWIS CASS	jdoe1234@lewiscass
SEBT	SOUTHERN WELLS	jdoe1234@swraiders
SEBT	WHITLEY	jdoe1234@whitley

- ✓ Summary of Benefit Coverage (SBCs) are available on the SEBT Employee Portal, <https://sebt-optimalhealth.benelogic.com> on the Resource tab.