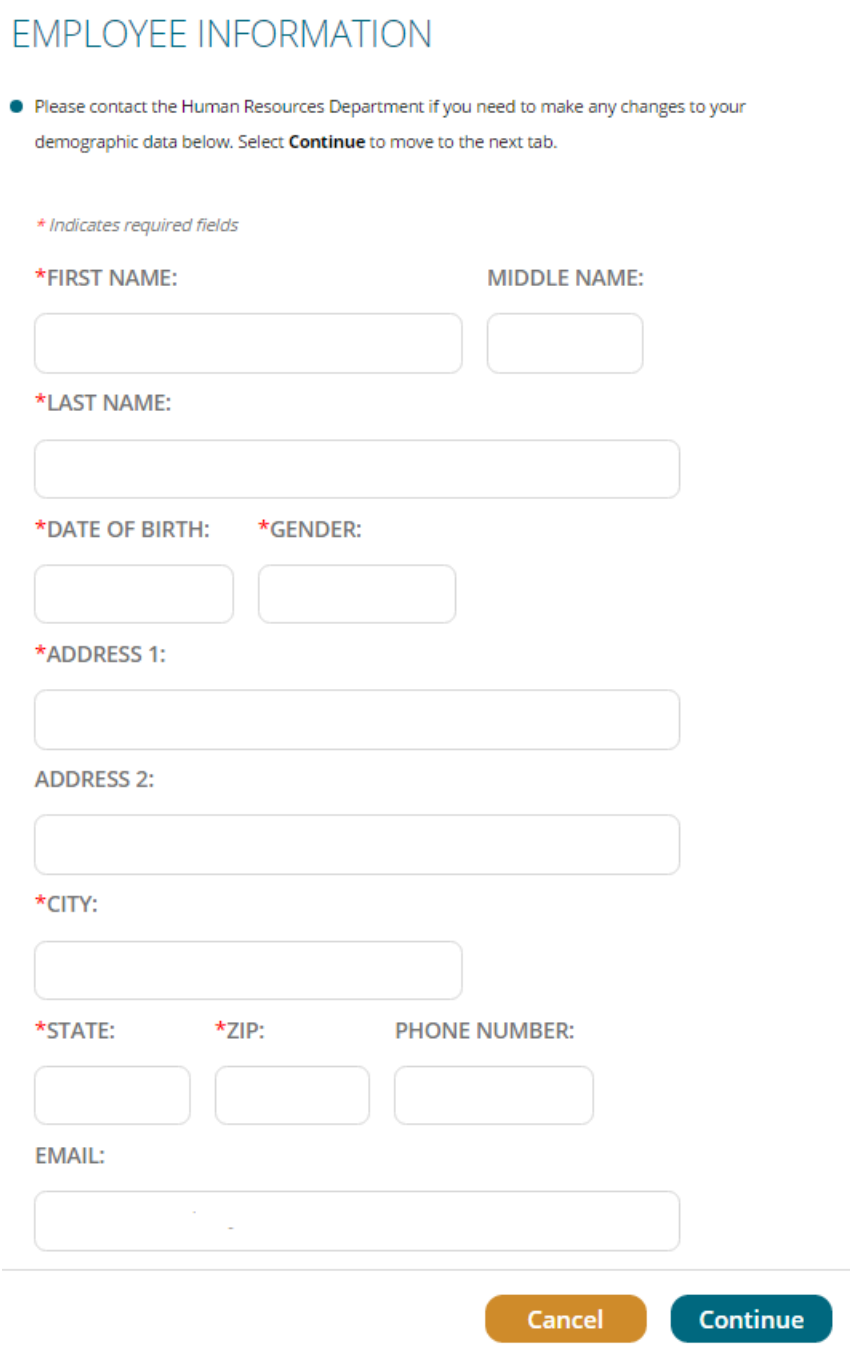
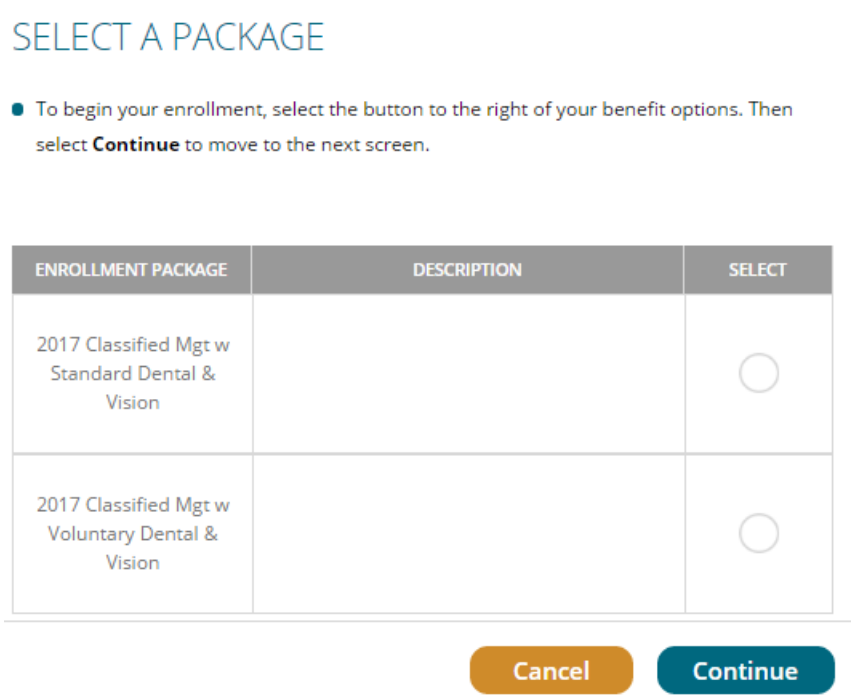
INSTRUCTIONS FOR RENEWING YOUR MEDICAL COVERAGE WAIVER ON BENEFITBRIDGE

1. Go to www.benefitbridge.com/egusd
2. Click on “Register”
3. Enter your first and last name as they appear on your paystub and click “Continue”
4. Click on “Make Changes to My Benefits”
5. Verify the information on the Employee Information screen and click “Continue”

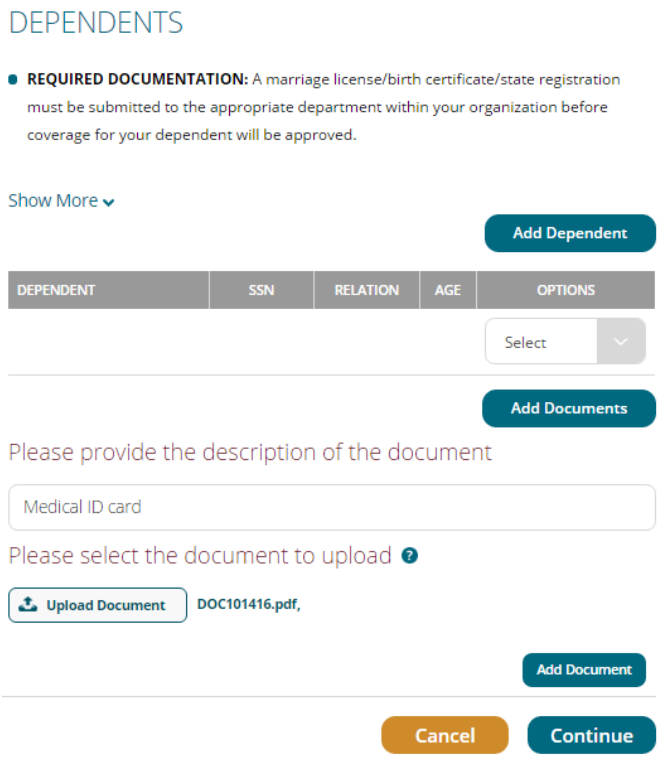


6. If you are a non-EGEA or non-ATU member, you will see the following screen in Step 7 (if you are an EGEA or ATU member, please skip to Step 8)

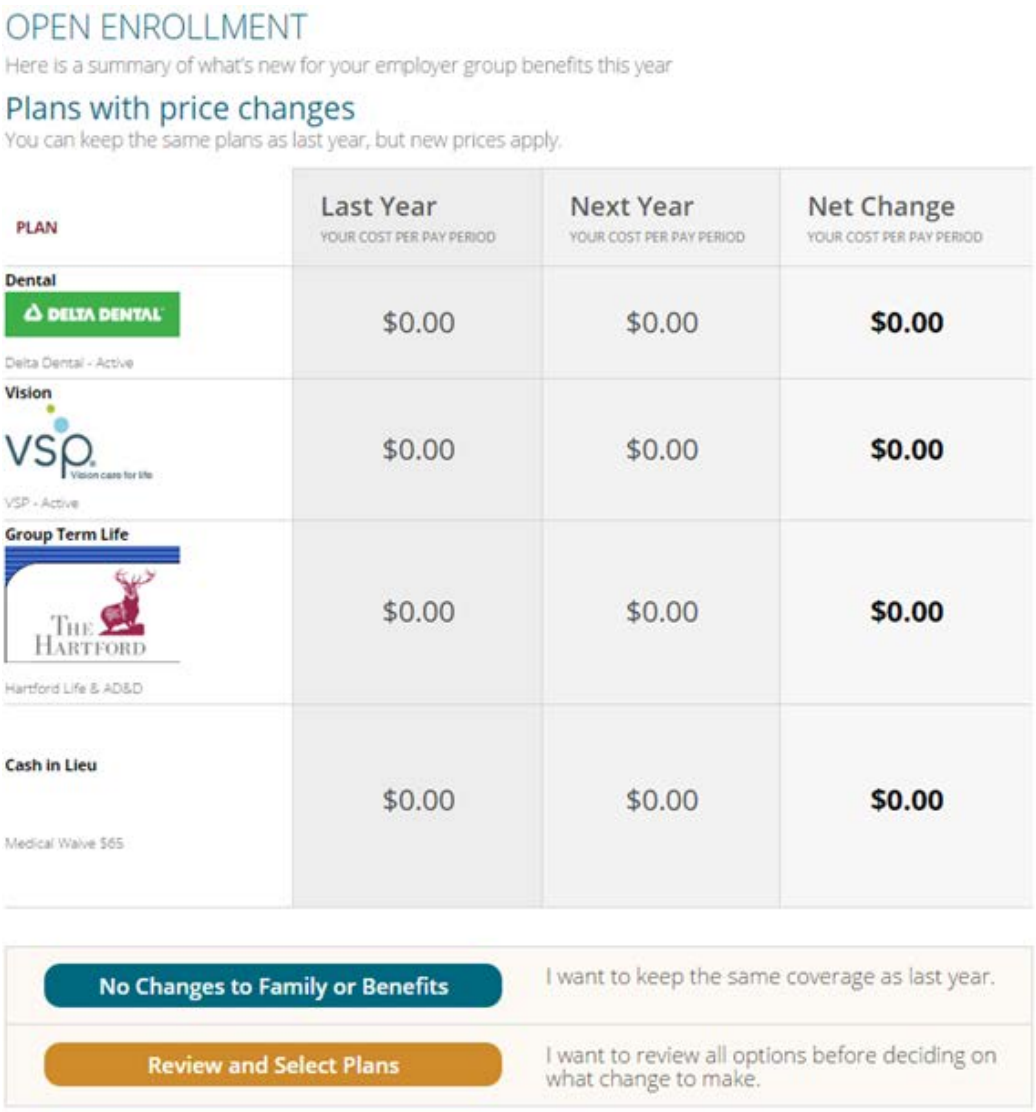
7. Select the Standard Dental & Vision option and click “Continue”



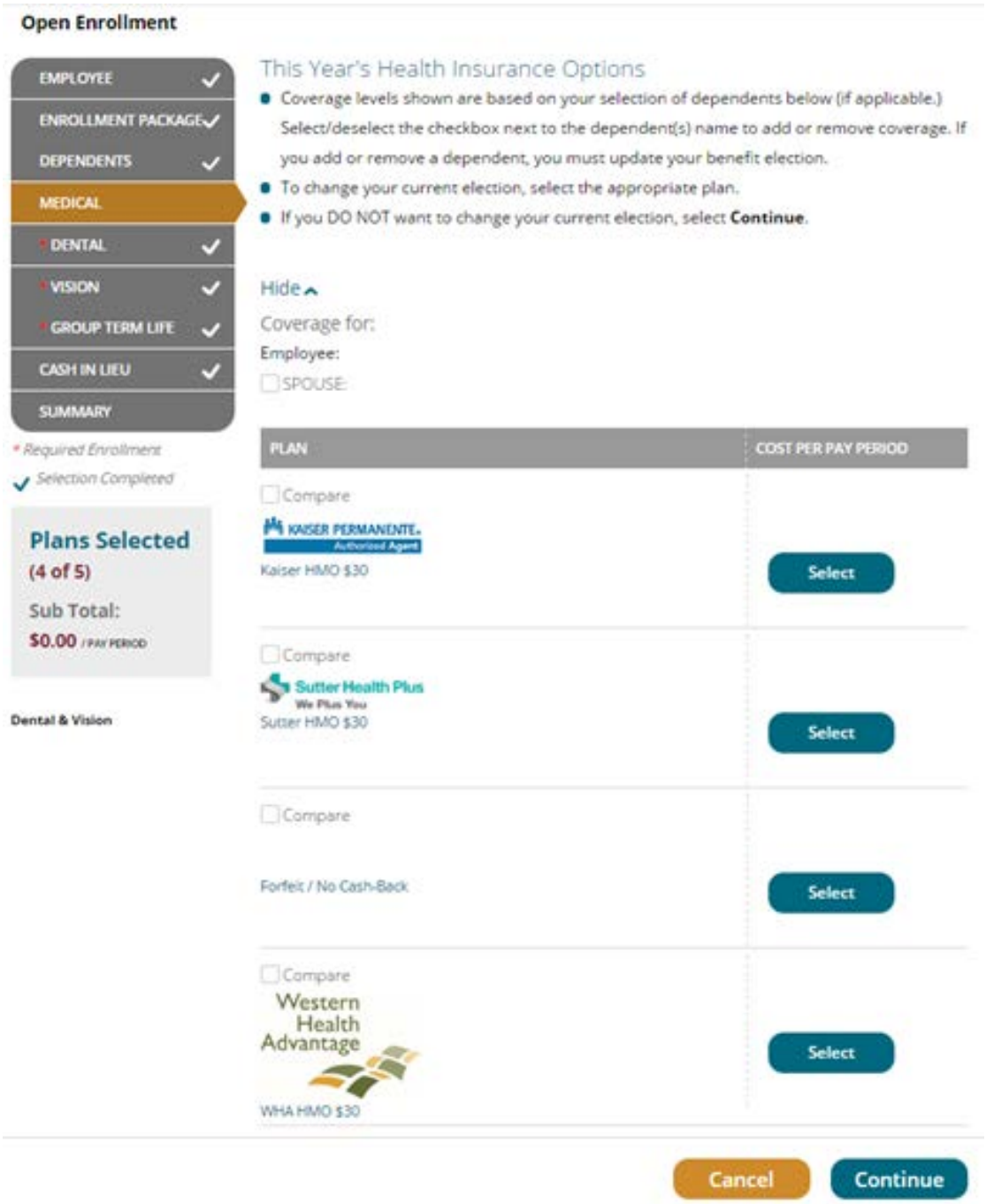
8. Verify your dependents and click on “Add Documents” to add your proof of alternative medical coverage **NOTE: This is the only screen on which proof of medical coverage can be added and has no effect on your dependents.**
9. Upload the proof of alternative medical coverage (copy of medical ID card), click on “Add Document,” then click “Continue”



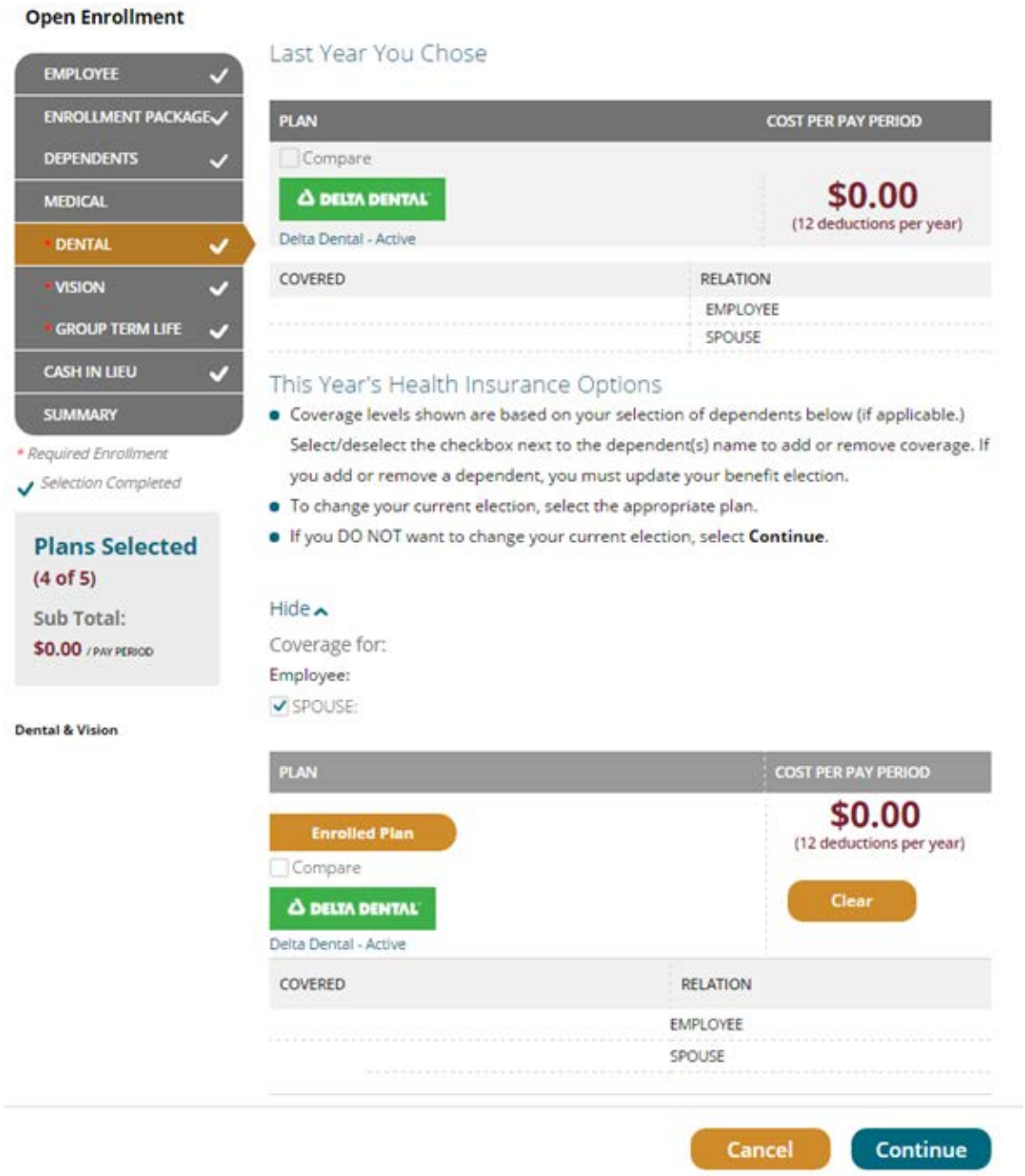
10. Click on “Review and Select Plans”



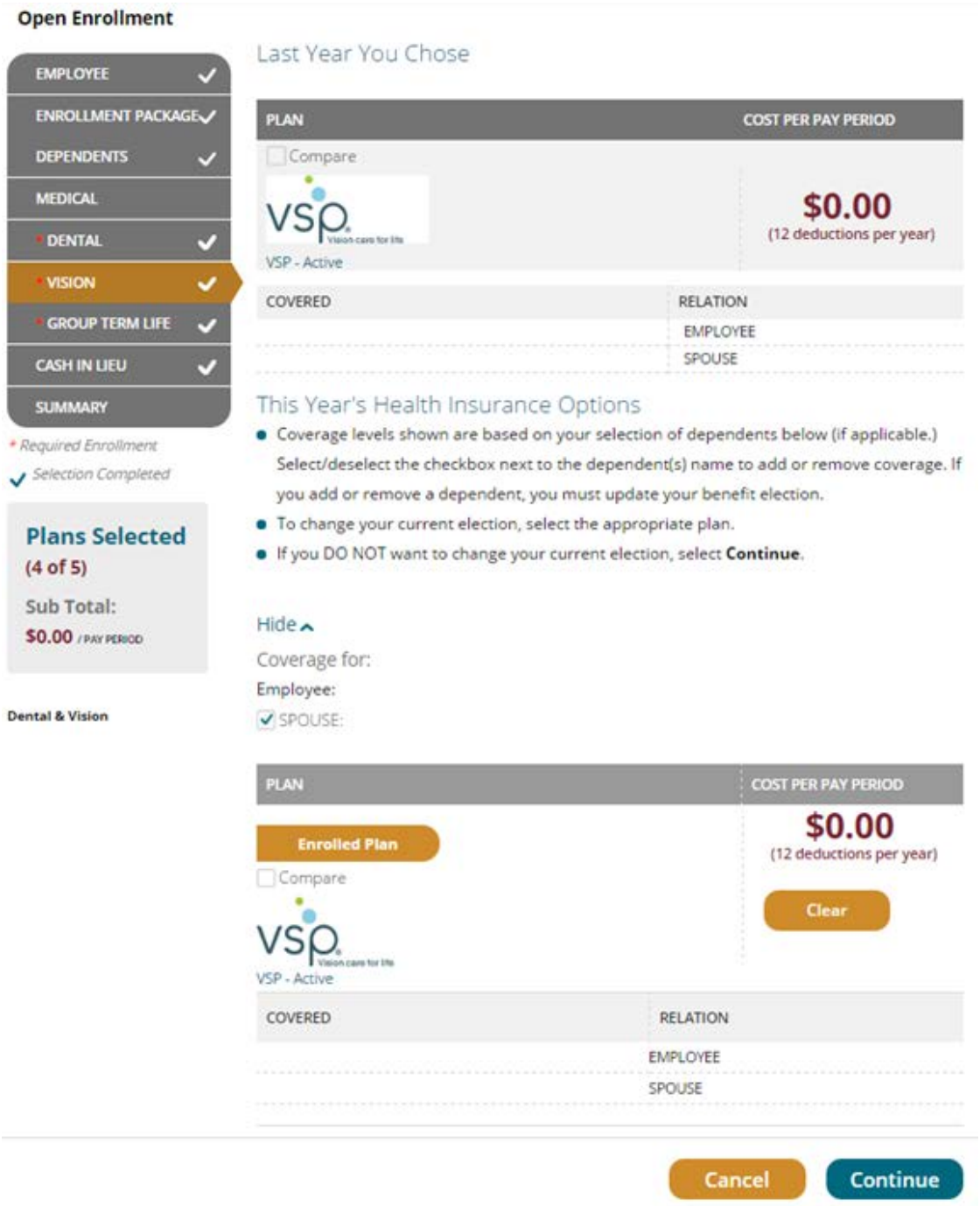
11. On the MEDICAL tab, click “Continue” without selecting any plans



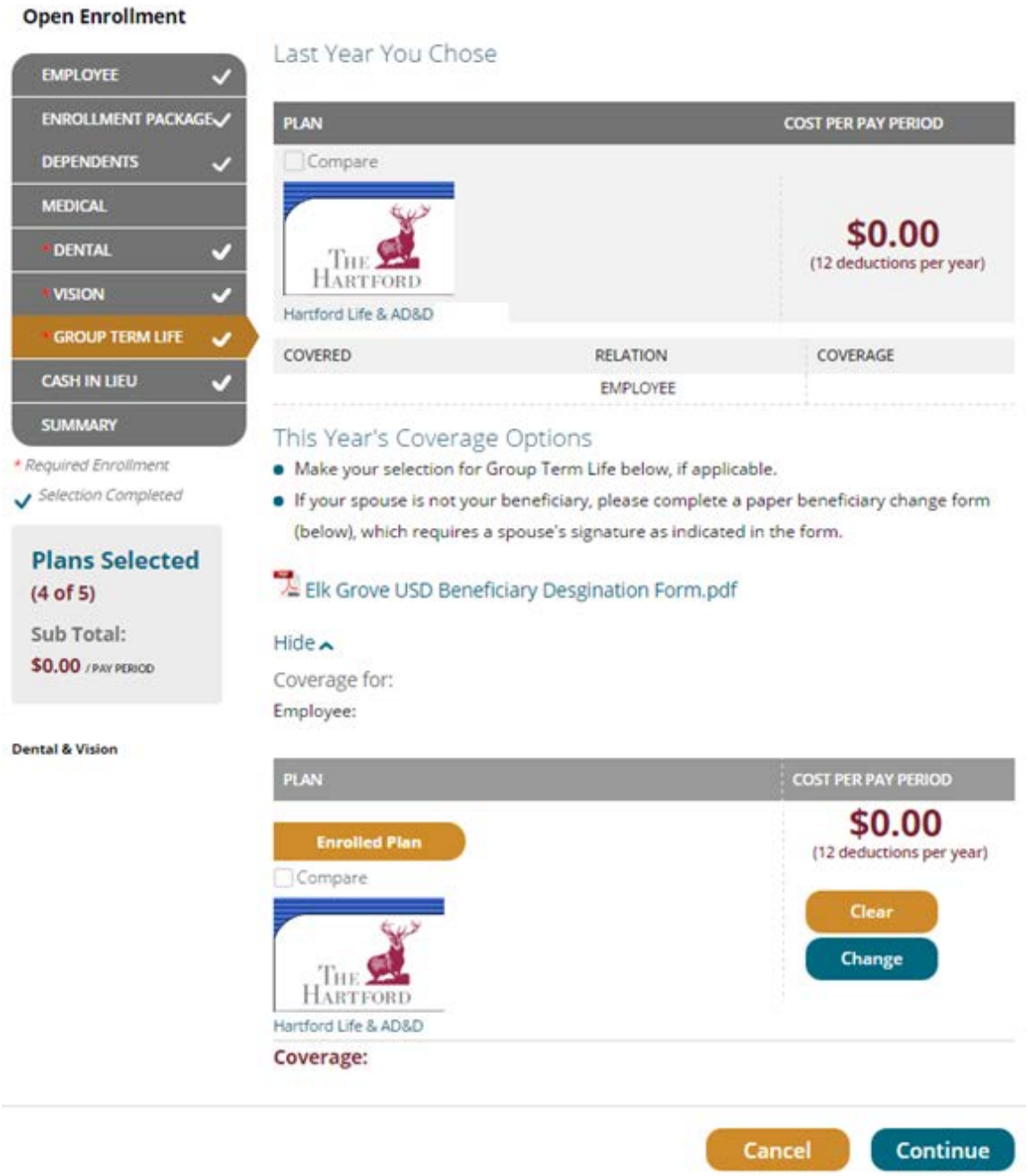
12. On the DENTAL tab, make any changes if necessary and click “Continue”



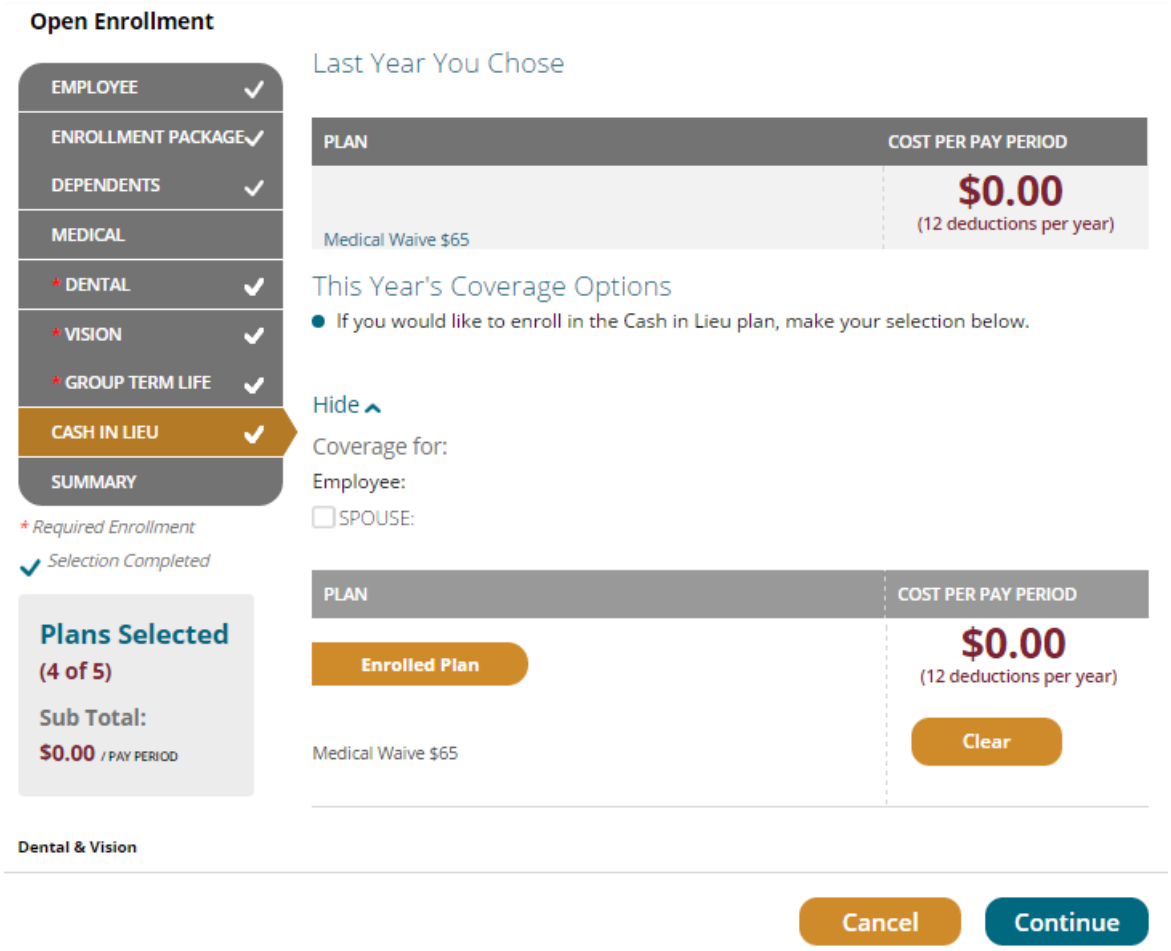
13. On the VISION tab, make any necessary changes and click “Continue”



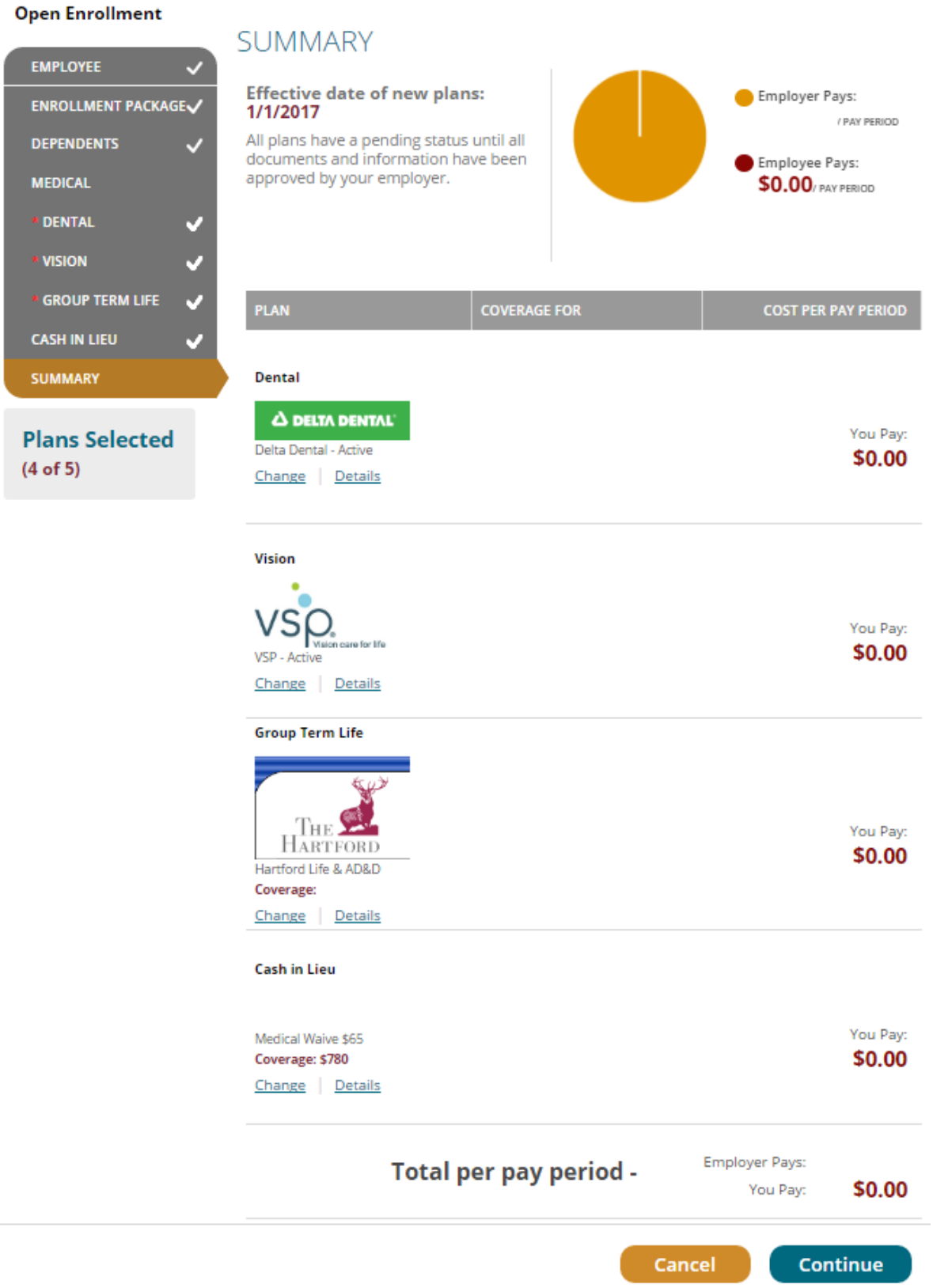
14. On the GROUP TERM LIFE tab, click “Continue”



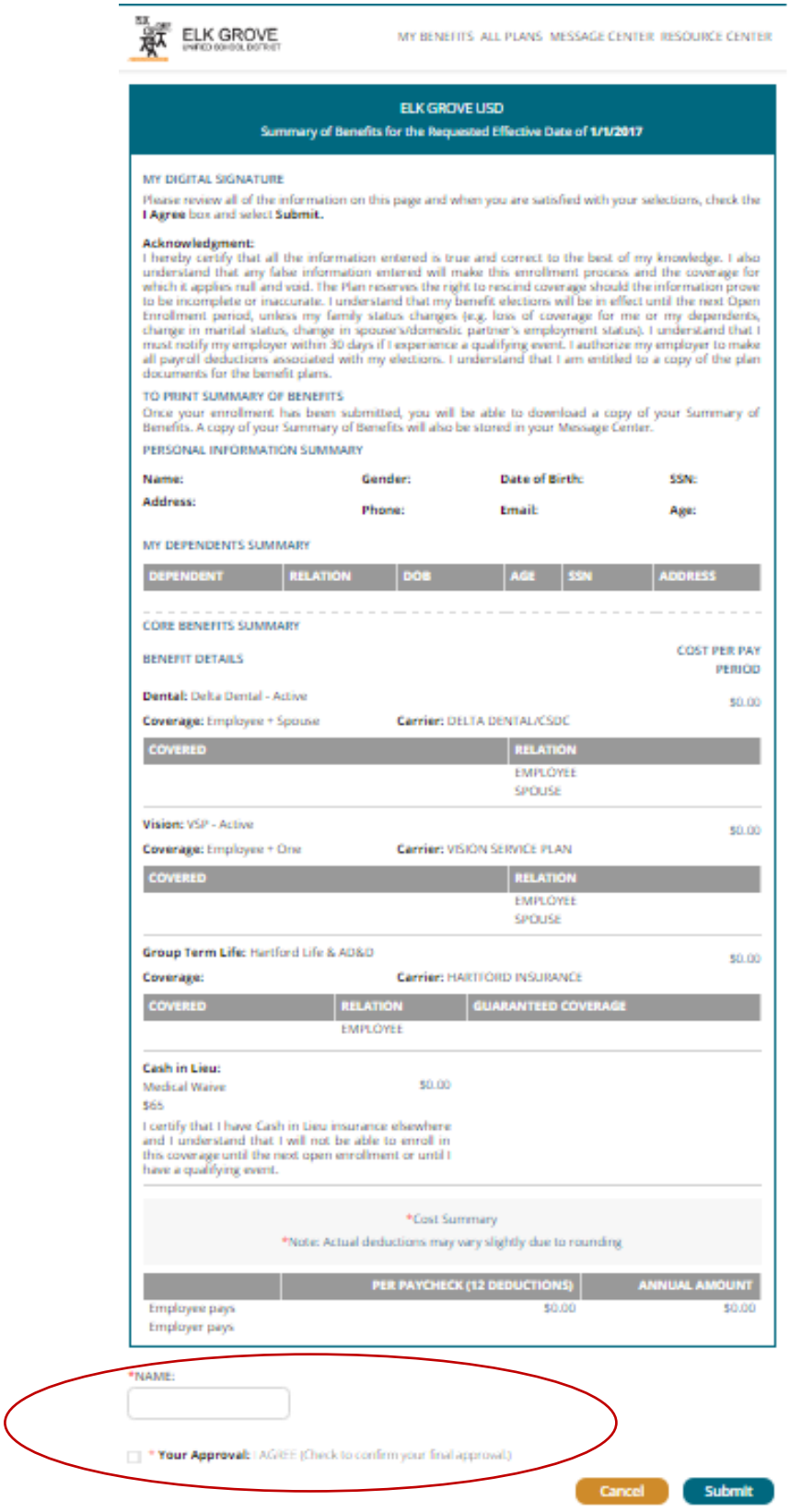
15. On the CASH IN LIEU tab, click “Continue” to renew your waiver



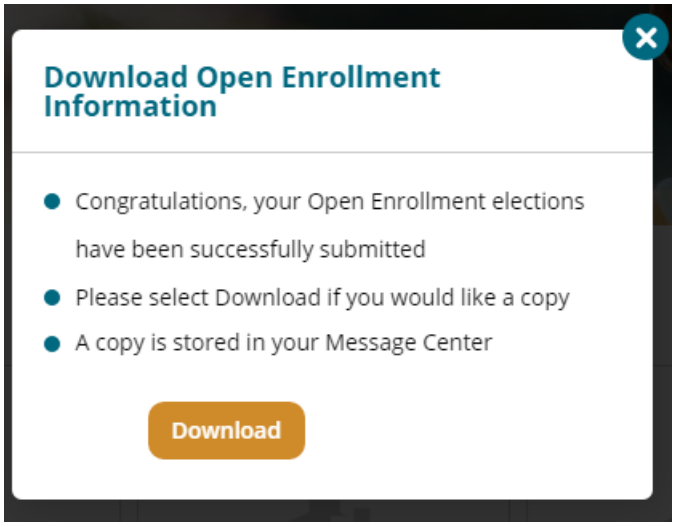
16. On the SUMMARY screen, verify that your elections for 2017 are correct and click "Continue"



17. On the Summary of Benefits for the Requested Effective Date of 1/1/2017 screen, type in your name at the bottom of the screen as your digital signature, check the "Your Approval: I AGREE" box, and click "Submit"



18. You may download a copy of your Open Enrollment information so that you will have record of your elections for 2017



19. An email confirmation will be sent to you once your elections have been approved by Compensation and Benefits