1. Welcome to BenefitBridge. To access the BenefitBridge portal, login to BenefitBridge from the internet.
2. In the internet address bar, type:
   www.benefitbridge.com/egusd
1. If you are a returning user to BenefitBridge, enter your username and password.
2. If you have forgotten this information, click on Forgot User Name/Password.
3. If this is the first time you are logging in to BenefitBridge, you will have to register.
4. Click on the Register button.
1. Provide identifying information, including your **first** name, **last** name and the **last 4** digits of your social security number.

2. After you **select** a picture, click on the Continue button and follow the prompts to either:
   
   a) Create your username and password;
      
   OR
   
   b) Obtain your username and reset your password.
1. This is an individual employee’s portal Home screen.

2. Hover over “Need Help?” to access the BenefitBridge Customer Care contact information (1-800-814-1862, M-F 8 a.m. to 5 p.m.).

3. In the “Learn About My Benefits” section, you can review plan summaries of your current benefits.

4. When you select “Make Changes to My Benefits”, you will be directed to begin your enrollment.
1. You will be directed to the Life Event Page.
2. Select which life event applies to your situation.
3. Enter the date of your Life Event.
4. Describe your Life Event.
5. Click on Upload Document to attach the proof required for your change (i.e. Marriage Certificate, Birth Certificate, Proof of Loss of Coverage, etc)
6. Click on Continue
1. You will be directed to the employee information page.
2. Use these tabs to navigate through your enrollment.
3. After the Employee Information tab has been reviewed, select Continue to proceed to the Dependents tab.
1. The **Dependents** tab lists current dependents. You can also **add**, **remove**, or **edit** information about your dependents on this tab.

2. If you have a new dependent, proof of documentation is required. If you haven't already attached documentation on the Life Events page, attach it here. **Add** your document(s) here, such as a birth certificate or a marriage certificate.

3. If you are waiving benefits, proof of alternative insurance is required. (Example of proof of alternative coverage is a copy of your medical ID card) **Upload** your proof of other insurance here.
1. You can review a summary of what’s new for your group benefits.
2. You can bypass making changes to your benefits and proceed to the Summary tab.
3. Or, you can select the “Review and Select Plans” button if you want to review or make changes to your enrollment.
1. The **Benefits** tab contains all the benefits associated with your classification. Employees in one classification may not see the same benefits as an employee with a different classification.
1. There is a “Compare” feature in BenefitBridge.
2. By selecting “All Plans” at the top of the screen on the Home portal page, you can compare plans before starting your enrollment.
3. After you have begun your enrollment, you can still utilize the compare feature by selecting the checkboxes above the Health Plan logos. For 2018, the District's medical Health Plans available are Blue Shield of California, Kaiser, and Sutter Health Plus.
4. The system will display a side-by-side plan summary comparison in a spreadsheet format (up to four plans at a time, if applicable).
1. Let’s look at a medical plan election as an example of how you can make a benefit election.

2. You can select or remove a dependent from coverage by selecting the checkbox next to your dependent’s name.

3. Your current benefit selection is highlighted in yellow.

4. Other benefit options will be displayed below your current election if multiple elections are available. You can change your benefit election by simply clicking on the green “Select” button next to the plan you would like to elect.
1. Some plan elections have additional single or multiple pop-up screens.
2. Let’s look at the Group Term Life election as an example.
3. The main screen displays the coverage level and also allow the selection of beneficiaries.
4. If you make a new election, you can select the plan on the main screen, select the amount of coverage on a pop-up screen and then add beneficiaries on a second pop-up screen.
5. Other plans, such as a flexible spending account, will also contain additional pop-up screens—just follow the prompts when they appear.
1. Once all benefits have been elected, **navigate** to the Summary tab.
2. All the plans you have elected will be listed.
3. The cost of your coverage amounts are listed, both your contribution and the District's contribution amounts.
1. The last Summary screen will display Acknowledgement language, and a summary of changes and benefit elections.

2. You may also see a Cost Summary, if your employer has requested this feature.

3. **Scroll** to the bottom of the page so you can enter your name and check the “I Agree” box.

4. This serves as your electronic signature.

5. Once everything has been reviewed, select the “Submit” button.

6. This will submit the enrollment to the Benefits Administrator at the District. Once the administrator has approved (or denied) the enrollment, you will receive notification via email (if you entered an email address when you initially registered in the system).
1. Some things to remember about the BenefitBridge system:

2. You can return to your enrollment throughout the eligibility period by logging in as a returning user, even if your employer’s Benefits Administrator has approved your enrollment. If you submit an updated enrollment, the Benefits Administrator will once again approve or deny it. Once the enrollment period ends, you will not be able to return to your enrollment.

3. Remember to use the right-hand scroll bars on screens throughout the system, as the Continue button is at the bottom of the each page and may not be immediately visible.

4. As you navigate through the system, follow the prompts on the screen.

5. There is instructional verbiage at the top of most screens in BenefitBridge to assist in navigating through the system.

6. If you have questions about registration, logging in or navigating through the system, on your home screen—simply hover over the “Need Help?” link. Here you will find the number to call BenefitBridge Customer Care for assistance (1-800-814-1862). Representatives are available Monday-Friday from 8 a.m. to 5 p.m. Pacific Time. You may also send an email to benefitbridge@keenan.com for assistance.
Thank you for using the BenefitBridge system to process your enrollment selections!