

ATTENTION: IN ORDER TO COMPLETE YOUR QUALIFYING LIFE EVENT, YOU MUST CONTACT A BENEFIT COUNSELOR AT THE BLUE VALLEY ENROLLMENT CALL CENTER (844-239-0434) TO FINALIZE YOUR ELECTIONS WITHIN 30 DAYS OF YOUR LIFE EVENT DATE.

Click “You & Your Family”

The screenshot shows the Blue Valley Schools enrollment portal. At the top left is the Blue Valley Schools logo. A progress bar indicates "(33% Complete)". The navigation bar includes "Home", "You & Your Family" (highlighted with a red arrow), "My Benefits", and "Sign & Submit". A "Next" button is in the top right. The main content area has a heading "Welcome to Your Benefit Enrollment for Plan Year 2018" and introductory text. A list of steps is provided: "First, review and update personal information about you or your covered dependents.", "Review each of your benefit elections and make your choices.", and "Consent and electronic signatures are required for Annual Notices and Benefits Confirmation." A "Next" button is at the bottom right.

Choose “Dependents”

This screenshot shows the same enrollment portal but with the "My Benefits" dropdown menu open. The "Dependents" option is highlighted with a red arrow. The "Next" button in the top right is now orange. The footer contains the text "© 2018 - Powered by Selerix".

Click the + sign to add a new dependent

90% Complete

Home You & Your Family My Benefits Sign & Submit Back Next

Dependents

1 Enter ALL dependents, even if not covered under a benefits plan. Eligible dependent children may be covered through December 31st in the year they turn 26, as long as they are covered prior to their 26th birthday.

Be sure to provide an accurate social security number for ALL of your dependents, as you are responsible for this information. Review this information to avoid personal taxes and penalties. The District assumes no responsibility for reporting incorrect information.

2 To add your spouse or dependent children, click on the plus sign (+) ("Plus" icon at top right of table). Dependents may only be covered in a plan if they meet the necessary requirements defined by the plan.

Click the *Next* button when you are finished.

3 The District reserves the right to request supporting documentation to verify dependent status.

Name	SSN	DOB	Sex	Relation	Uploads	+
Spouse Avant	***-**-7665	1/1/1988	F	Spouse	0	
Child Avant	***-**-6554	1/1/2015	F	Child	1	
test test		7/12/2018	M	Child	0	

Back Next

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Complete Dependent Information



(90% Complete)



Home You & Your Family - My Benefits - Sign & Submit

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Add Dependent

Add information on your dependents below. Optional fields are marked in *italics*.

Relationship:

Name:
First MI Last Suffix

Date of Birth:

SSN:

Gender: Male Female

Full-time Student: Yes No

Disabled: Yes No

Address: Same as employee

Country

Street

Street (cont.)

City State Zip

Email Address:

Dependent Documentation

Please select what documentation will be provided to verify the dependent's relationship to the employee. If you wish to upload that documentation now, you can do so below. However, even if you are not uploading the documentation at this time, you must select what type of documentation you can provide to verify the relationship.

Relationship Verified By:

Upload Documentation

Here you may upload additional documentation. Please choose whether you would like to upload files from this computer, or if you'd like to scan the QR code and photograph documents from within the mobile application. You may use either option or a combination of both to upload documentation.

Upload from my computer
Using this option you may upload files directly from this computer. Click the upload icon and follow the instructions on the dialog pop-up.

Take a picture and upload
The My Selects mobile app will allow you to use the camera on your mobile device to take a picture of supporting documentation and upload it to your record. Click the icon to the left to display a QR code to start this process.

Save Cancel

At the bottom of the page, choose the method of verification

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Upload from my computer
Using this option you may upload files directly from this computer. Click the upload icon and follow the instructions on the dialog pop-up.



Take a picture and upload
The My Selerix mobile app will allow you to use the camera on your mobile device to take a picture of supporting documentation and upload it to your record. Click the icon to the left to display a QR code to start this process.

Save

Cancel

Choose whether you would like to upload files from your computer or use the mobile app

Build Blue Valley School District | Avant Test (0) | tschwob (Logout)

Upload Documentation

Upload Documentation

Email Address:

Dependent Documentation

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Save Cancel

Follow the prompts to upload your document

Click "Save" to complete the process