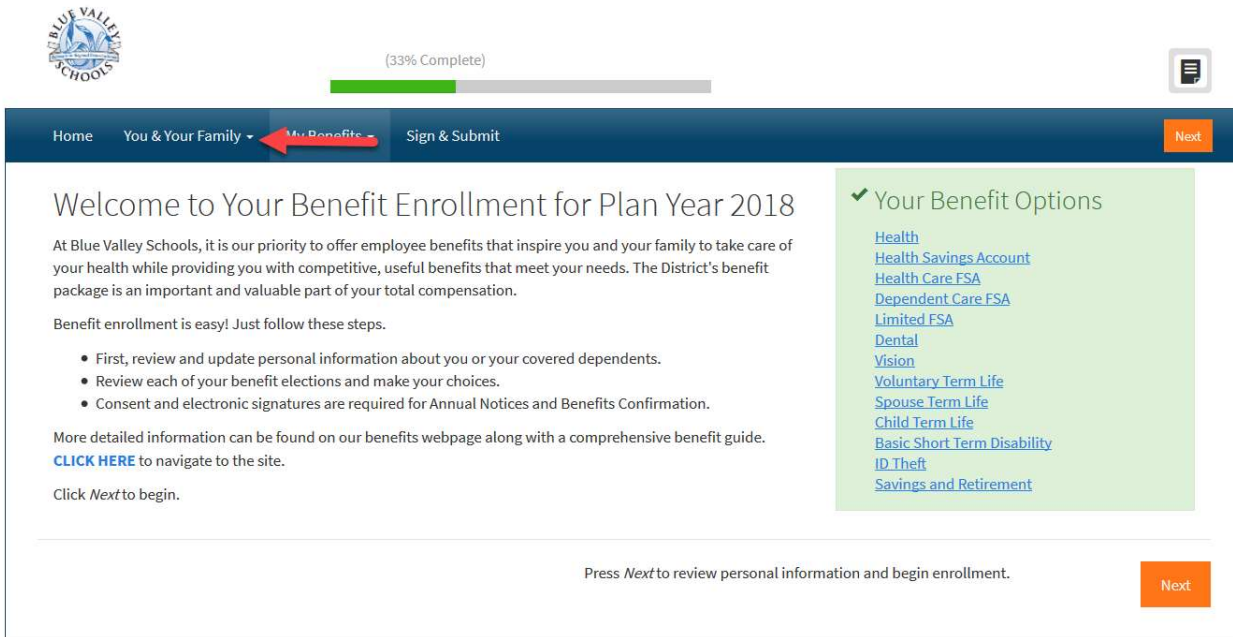
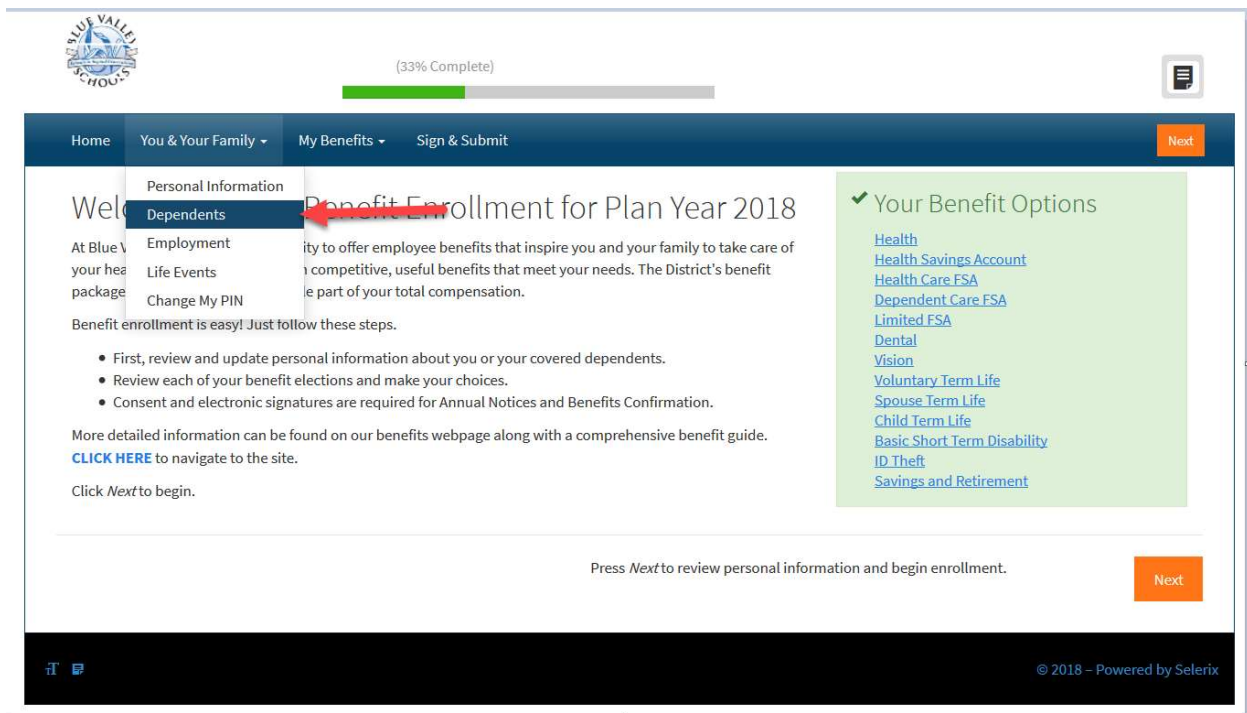


ATTENTION: IN ORDER TO COMPLETE YOUR QUALIFYING LIFE EVENT, YOU MUST CONTACT A BENEFIT COUNSELOR AT THE BLUE VALLEY ENROLLMENT CALL CENTER (844-239-0434) TO FINALIZE YOUR ELECTIONS WITHIN 30 DAYS OF YOUR LIFE EVENT DATE.



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 menu includes "Home", "You & Your Family", "My Benefits" (highlighted with a red arrow), and "Sign & Submit". An orange "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 for enrollment is provided. On the right, a green box titled "Your Benefit Options" lists various benefit categories with blue links: Health, Health Savings Account, Health Care FSA, Dependent Care FSA, Limited FSA, Dental, Vision, Voluntary Term Life, Spouse Term Life, Child Term Life, Basic Short Term Disability, ID Theft, and Savings and Retirement. At the bottom, a message says "Press Next to review personal information and begin enrollment." with a "Next" button.

Click "You & Your Family"



This screenshot shows the same enrollment portal as above, but with the "You & Your Family" dropdown menu open. The menu items are: Personal Information, Dependents (highlighted with a red arrow), Employment, Life Events, and Change My PIN. The rest of the page content, including the "My Benefits" menu and the "Your Benefit Options" list, remains the same. The "Next" button at the bottom right is also visible.

Choose "Dependents"

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

Dependents

i 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.

i 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.

i 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	0	

Back Next

Choose the dependent requiring supporting documentation

Dependent Documentation

i 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:

Marriage certificate

Upload Documentation

i 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 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

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

Dependent Documentation

i 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

i 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 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

No file selected.

File Name:

Document Type:

OK Cancel

Dependent Documentation

i 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.

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Take a picture and upload
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Save Cancel

Follow the prompts to upload your document and complete the process