

HEB ISD Step by Step Open Enrollment & New Hire Instructions:

Existing Employee Open Enrollment Walkthrough video:

[Employee Walkthrough Video – LEARNsynx \(thebenefitshubtraining.com\)](https://www.thebenefitshubtraining.com/learn/synx/employee-walkthrough-video)

New Hire Employee Open Enrollment Walkthrough video:

[New Hire Inside Open Enrollment Video – LEARNsynx \(thebenefitshubtraining.com\)](https://www.thebenefitshubtraining.com/learn/synx/new-hire-inside-open-enrollment-video)

Important Things to Remember:

-At the end of your enrollment, **save your consolidated enrollment form to file cabinet** and then hit print or email statement. The top ½ of consolidated enrollment statement shows last year's benefits & the bottom ½ shows the enrollment for the new school year.

-Even if you hit submit at the end of enrollment you may continue to make changes up until the end of the open enrollment period or until your 30th day as a new hire. If you do not hit the submit button you are still enrolled in everything you previously elected.

-Make sure you are only enrolled in the benefits you want to have as of the last day of your enrollment period. For example, if you go through the enrollment pages and sign up for each benefit to see how much you would have to pay, you must repeat the enrollment walkthrough again to decline the benefits you truly do not want. Whatever benefits you have elected as of the last day of enrollment are the benefits you will be charged for.

-When you are done with your enrollment **hit the LOGOUT button** in the top right corner of your screen. If you fail to hit the logout button, you will be locked out of your account for and FBS will need reset your account before you can log back or you can retry within 10 minutes.