



WELCOME NEW HIRE

We are pleased to provide you with the following resources to guide you through the enrollment process.



ENROLLMENT DEADLINE

New hires are required to log in to THEbenefitsHUB to enroll or decline benefits for themselves and their eligible dependents within **31 days** of employment.



HOW TO ENROLL

1. www.mybenefitshub.com/duncanvilleisd

2. **CLICK LOGIN**

3. ENTER USERNAME & PASSWORD

Username: Enter first six (6) characters of your last name, followed by first letter of first name, followed by last four (4) digits of your SSN. NOTE: If less than six (6) characters in your last name, enter full last name, etc.

Default Password: Enter last name (lowercase, excluding punctuation), followed by last four (4) digits of SSN.



DOWNLOAD THE APP

Get access to benefits 24/7

FBS APP:

Text "**FBS DISD**" to **313131**

EMPLOYEE BENEFITS PORTAL:



Important Tips

- **INTERACTIVE BENEFIT GUIDES** 24/7 access to a mobile friendly summary of your benefits with interactive videos and digital resources.
- **BENEFIT WEBSITE** Your complete benefits resource for all plan brochures, provider resources, enrollment tools, and benefits support.
- **TRS CUSTOMER SERVICE** Call BCBS of TX at 866-355-5999 for TRS Medical specific questions.
- Your next opportunity to enroll, drop or make changes is during open enrollment season unless you experience a qualified event.

Benefit Questions?

FOR PERSONALIZED SERVICE, your dedicated Benefit Specialist is available to assist with your enrollment and answer your benefit questions.

JANIE LEWIS at 469-636-8837 or
email janiel@fbsbenefits.com

Service Questions?

For assistance after enrollment (ID cards, claims, etc.) use the Contact Us feature on your benefit website or call 800-583-6908.