



# 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](http://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**, A Benefit Specialist is available to assist with your enrollment and answer your benefit questions through the FBS Call Center.

**FBS CALL CENTER (866) 914-5202**

## Service Questions?

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