

Hillsboro School District Benefits Enrollment

With AFenroll®, you can learn about available benefits and enroll in coverage when it's convenient for you, whether at work or at home. You will be able to enroll in your benefits for the upcoming year from **May 8th through May 15th and August 30th through September 7th**.

To get started on your enrollment, follow the instructions below.

How to Login

1. To access the online enrollment site, go to **www.afenroll.com/enroll**.
2. At the login screen, you will enter the site using the following information:
   - **Type in your user ID:** Social Security Number
   - **Type in your PIN:** Date of Birth (EX: Jan 22, 1988 would be 012288)
3. Click the **'Log On'** button.

Changing Your PIN

You will be asked to change your PIN and complete the security questions, after your initial login to the system. Enter a new PIN and confirm it on the next line. You may choose any combination of letters and numbers. Entering your PIN is the equivalent of your digital signature.

Before you can complete your PIN change, you must select a security question, answer it, and provide your email address. This will allow you to reset your PIN if you forget it. Click the '**Save New PIN**' button.

Helpful Tips

- **Log Out:** If you leave the site in the middle of the process, click the 'Log Out' button to save your selections.
- **Print Confirmation:** Be sure to print your confirmation. Once you confirm your enrollment, you may click on the confirmation link at the bottom of the 'Sign/Submit Complete' to print your confirmation statement.
- **Re-Enter/Make Changes:** You may re-enter the enrollment site (including to 'View Only' your original selections) to make changes at any time during your enrollment period. Please note: Before you exit the system, you must re-confirm with your PIN or your enrollment will not be valid.
- **PIN:** Your PIN is your electronic signature. You will use your PIN to confirm applications and your enrollment confirmation.
- **Opting Out:** If you choose not to select benefits, you must enter each product module and make that choice.

To view a step-by-step video on how to enroll using AFenroll®, our online enrollment system, please visit **americanfidelity.com/howtoenroll**.

Preparation Is Key

You have a busy schedule, and we know your time is important. That's why we offer several ways to educate you on the benefits your employer has chosen so you may decide how well it serves the needs of you and your family.

- Watch for group meetings. Your employer may offer group meetings to update you on changes.
- Reach out to your American Fidelity account manager, Laura Sandstrom, for any questions you may have.

Important Items to Consider

- Review your beneficiaries.
- Review all available benefit options, including portable insurance plans that you may keep, even if you change jobs.

What You Need

- Driver's license
- Bank account information (if signing up for direct deposit)
- Spouse and children's dates of birth and Social Security Numbers
- Beneficiary information (and, if a trust, the full name and date of trust)

If you have questions or need help at any time during the online enrollment process, contact your American Fidelity Assurance Company account manager.

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