



QUICK TIPS

The Shelby County Schools provides Bentek, an internet based online benefits enrollment system, available 24 hours a day, 7 days a week. Employees may:

- View all benefit elections and payroll deductions
- Make new elections, change, add or remove dependents during open enrollment, new hire orientation or a qualifying event
- View plan summaries and link to carrier websites
- Designate Life Insurance beneficiaries

Accessing Bentek

1. Log on to www.mybentek.com/scs
2. Click on "Create an account"
3. Follow directions to create your Username and Password
Please Note: password must contain three (3) of the following:
 - › Lowercase Letter
 - › Capital Letter
 - › Number
 - › Special Character
4. Click the "Menu" tab on upper left screen and select "Employee Benefits Center"

Employee Benefits Center

- During Open Enrollment – select "Open Enrollment" in dropdown
- During New Hire Orientation – select "New Hire" in dropdown
- Report Qualifying Event – add or remove dependents
- View Elections – view current elections and payroll deductions
- Benefit Highlights – plan descriptions and links to carriers
- Forms – plan documents, plan summaries and notices
- Beneficiary Designations – add, change or update beneficiary information for Life Insurance Plan(s)

- ✓ Bentek is accessible on desktop, tablets, smartphones or anywhere internet connectivity is available
- ✓ For security purposes, Bentek will time out at 15 minutes if inactive. Click refresh symbol (↺) for additional 15 minutes
- ✓ If you have trouble accessing Bentek, please contact the Bentek Support Line at: support@mybentek.com, or (888) 5-Bentek (523-6835) Monday – Friday, 8:30am – 5:00pm EST

