

Welcome to Santa Fe ISD!!

Please follow the instructions below to access the web link and make your choices concerning insurance for you and/or your family for the school year. Our current enrollment year begins 9/1 and will end on 8/31 each year. Don't forget, you only have 30 days from your hire date to make your choices. Your new deductions will begin on the next payroll.

****Every Employee Is Required To Log In and Either Sign Up For or Decline Health Coverage****

There are (2) ways to enroll:

1. **Click on this link and follow the instructions below to get started:**

www.nextgenerationenrollment.com/santafeisd

Enter your username. Your username is the first initial of your first name, the first six characters of your last name (if your last name is less than six characters, enter entire last name and continue), and the last four digits of your Social Security number. *For example, if your name is John Williams, and the last four digits of your Social Security number are 1234, your username will look like this: jwillia1234.*

Enter your password. Your password is your date of birth in a number format without any punctuation, starting with the year you were born, then the month, and then the day (YYYYMMDD). *For example, if your date of birth is January 5, 1970, your password will look like this: 19700105.* Once you have logged in, you will be prompted to change your password. After doing this, you will have full access to view your current benefits, update your personal information and elections, and review plan documents.

2. **Or contact us by phone:** If you prefer to speak directly to a representative who will assist you in making your elections and help with technical support, please call the Benefit Center toll-free at **877-297-1417**. Representatives are available 7 a.m.–10 p.m. CST, Monday–Friday. When you call, the Benefit Center will ask you to verify the last four digits of your Social Security number and your date of birth. The representative will then walk you through your personal information on file to confirm its accuracy. Please be prepared to first provide verbal authorization if you would like your spouse to speak with a representative on your behalf.

We are excited about our choice options this year. Employees who choose a High Deductible Plan may be eligible to participate in a Health Savings Plan. Gulf Coast Educators Federal Credit Union, a local credit union, offers a no cost tax deductible Health Savings Account. See the benefit information included in the open enrollment process for more details.

Please feel free to call or email me with any questions or concerns.

Becky Wright

Coordinator for Benefits and Risk Management

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Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, to all the people you can, as long as you ever can. John Wesley.