

New Retiree Benefits Enrollment Instructions

SmartBen is our on-line enrollment tool. The site is accessible via the Internet at be fhdschools.smartben.net and can be accessed 24 hours a day, seven days a week.

You must enroll no later than 12 months from the last day of active employee status. Failure to enroll within the set time frame will forfeit your right to enroll in retiree coverage.

- Step 1: If you want to enroll a spouse or dependent, you will need the following information for all dependents you wish to enroll:
- | Name | SS# | Date of birth |
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- Step 2: Log on to fhdschools.smartben.net. Your User name is your FHSD ID number preceded by "FH". This is case sensitive, so please be sure to use a capital FH. Your default password is your date of birth entered as a string of numbers in the following format (MMDDYYYY). If you changed your password and have forgotten it, please contact the FHSD Benefits Office to have it reset.
- Step 3: Review the information provided on the "Plans and Policy" tab.
- Step 4: Click on the Enrollment tab. The "Life Event" button will be pre-selected. Please click on the "Begin Enrollment" button.
- Step 5: You will see a summary of the benefits for which you are eligible. Select each category that you need to revise and make your new elections. Once you click "enroll" you will be brought back to the summary page.
- Step 6: When you have completed your elections, click on the "Accept Benefits & Continue" box that can be found in the upper right corner. Click "continue" on the next screen. The next screen will show a summary of your new elections. Please review and if correct, click continue.
- Step 7: You will see a window entitled "Life Events Tasks". Select the "other" option in the first section, enter the date of your status change in the second section (Ex. If your retirement date is 6/30/XXXX, your status change date is 7/1/XXXX), enter the word "retirement" in the third section and enter your initials in the last section on this screen. Click on continue.
- Step 8: VERY IMPORTANT. Print a confirmation summary of your elections.

If you experience any problems, please contact the FHSD Benefits Office at 636-851-6099.