# How to Enroll/Waive Coverage Using the Simplified Benefits Administrators Online Enrollment System

The following instructions walk you through the steps to complete your online enrollment.  You have thirty-one (31) days from your benefit effective date to enroll. You can enroll for medical, dental, and vision insurance along with medical and dependent care flexible spending accounts using the online system.

**\*\*\*Failure to complete your online enrollment within the required 31 days will result in no medical, dental, vision, or flexible spending account benefits.**

You will need to be sure to have the following information to complete your online enrollment:
- Dependent Name(s), Social Security Number(s) and Date(s) of Birth; and
- the Corporate Code noted on the Benefit Eligibility Notice you received via email. If you have not received the notice, please contact Benefits Services at 970-490-3499.

Be sure to read all instructions on each web page as you complete your online enrollment. Go to the Simplified Benefits Administrators website:

https://simplifiedbenefitsadministrators.org

On the right side of the screen click on the Medical Plan Members button.  Answer "Yes" to the question, "Are you a Poudre School District employee?" then click on umaclientservices.org.

If you have never used the website, select New User Registration. If you have previously used the website, enter your User ID and Password and Submit.  Entering your User ID and password will take you to the Welcome screen and you are ready to use the site.  If you don't remember your User ID and password, contact Simplified Benefits Administrators at 800-207-1018.

Once you select New User Registration, a Registration Info box will appear -click on Register.  On the next screen, Select User Type - Employee. The Group Number is PSD0000 (PSD followed by 4 zeros). Once the Group Number is entered, additional demographic questions will appear.
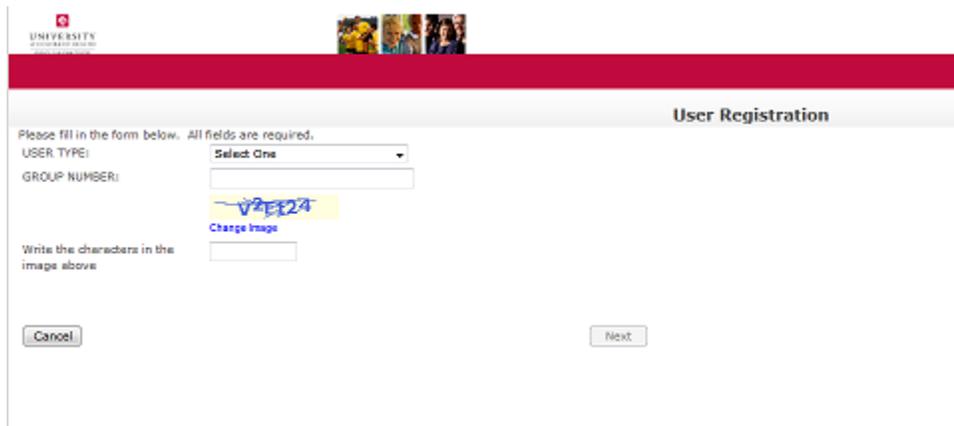


Enter the characters that appear in the image in the box provided (in this case V2E124).  If the

image is not clear, a new image can be requested by selecting Change Image. Next type in your Social Security Number.

If the website recognizes your information as a previous website user, you will receive an error screen. Please contact Simplified Benefits Administrators at 800-207-1018 for further assistance.



The User Registration page is where you set up your User Name and Password for the website. The User Name can be any combination of letters and numbers. The Password is case sensitive and must be at least 6 characters. Enter the requested demographic information and select Next.



Successful completion of the User Registration form will take you to the Welcome screen where you can do such things as enroll in benefits, view claims, check your coverage, and search for a provider.