



Lincoln Public Schools Online Benefits Enrollment

Enrollment Begins August 12, 2014

The online enrollment site will be open **August 12** through **August 21**. During this time, you will be able to enroll in your benefits for the upcoming plan year. The online enrollment site allows you convenient access to enroll in your benefits at any time, whether at work or at home. Please follow the instructions below to get started.

How To Login

1. To access the online enrollment system, go to:
www.lps.org
 - Click On **"Staff"** and under Popular Pages on the left side of your screen, click on **"Online Benefits Enrollment"** and then **"Ready to Enroll"**.
2. At the login screen, you will login using the following information:
 - Type in your **Employee ID** (which is your LPS six-digit employee number)
 - Your PIN is the **last four digits of your SSN**. For example, for SSN# 123-45-6789, you would type in 6789.
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

- If you leave the system in the middle of the enrollment, click the "Logout" button and all of your confirmed selections will be saved. When you return you can scroll your mouse over the menus at the top of the screen to easily navigate throughout the site.
- Print your Enrollment Confirmation. Once you confirm your entire enrollment, you can click on the Enrollment Confirmation link at the bottom of the Sign/Submit Complete screen to print your confirmation statement.
- You can re-enter the enrollment system to make changes any time during your enrollment period.
- If you wish to elect no benefits, you must enter each product module and make that choice.

Have Questions or Need Help?

Contact **Kyla Jensby: 402-436-1593**, **Laurie Oxley: 402-436-1595**, or **Nancy Harter: 402-436-1578**, for more information on enrolling in your benefits.



Our Family, Dedicated To Yours.®