

ONLINE BENEFITS ENROLLMENT



Your benefits enrollment will once again be online for your convenience. During your annual enrollment, August 8th through August 24th, you will determine your insurance plan coverages effective September 1, 2011 through August 31, 2012.

How To Login

1. To access the online enrollment system, go to: www.lps.org. Click on "Staff Center" and under Popular Pages on the left side of your screen, click on "Online Benefits Enrollment".
2. Next you will see the first page of the enrollment where you click on "Ready to Enroll? click here to begin". You will be asked to fill in your organization name.

Organization: lincoln

Then click on the "Continue" button.

3. The next screen you see will be the Individual Login page. You will login using the following information. You will type in your **6 digit employee ID** and then your **date of birth** as a string of numbers with no formatting. For example, for a date of birth of July 18, 1974 you would type in 07181974.

Login: 6 digit employee ID

Password: mmddyyyy

Then click on the "Continue" button.

Changing Your Password

Next you will be asked to change your password. First, enter your preliminary password, which is your date of birth (mmddyyyy). Then enter a new password and confirm it on the next line. **Please write it down**, as you will be asked to enter it again at the conclusion of your enrollment. You will also be given the option to enter a password hint. You can now begin your enrollment.

Start Your Enrollment

Please select the "**Annual Enrollment**" option and click the "Continue" button to begin your benefits enrollment!

Helpful Tips

- If you leave the enrollment in the middle of the process, click the "Logout" button and all of your confirmed selections will be saved. When you return you can use the tabs at the top of the screen to navigate quickly.
- Print your confirmation! Once you confirm your entire enrollment, you will receive a confirmation number and can print your receipt. Your confirmation number is proof that you've gone through the enrollment and the information is accurate.
- You can re-enter the enrollment as many times as you like during your open enrollment period, and you will receive a new confirmation number.
- If you wish to elect no benefits you must enter each product module and make that choice.

HAVE QUESTIONS OR NEED HELP?

If you have questions about your password, contact:
Kyla Jensby: 436-1593 or Jane Lehmann: 436-1578

If you have questions about your internet connection, browser, or how to navigate the site, contact:
Computing Services Help Desk: 436-1735

Contact your American Fidelity Assurance Company Account Representative for more information on your online enrollment.

 **American Fidelity Assurance Company**
A member of the American Fidelity Group®

American Fidelity Assurance Company
2000 N. Classen
Oklahoma City, OK 73106
1-800-654-8489

Accident Only Insurance



Do You Need Accident Protection?

Did you know a fatal injury occurs every 4 minutes and on average a disabling injury occurs every 1.2 seconds? (*National Safety Council. Injury Facts, 2008 Edition, page 2*) The good news is that you can take action to protect yourself and your family.

American Fidelity's Limited Benefit Accident Only Plan can help prepare you if and when an accident happens.

SB-22396-0309

Features

- Benefit payments are made directly to you.
- Base plan is guaranteed renewable for as long as you pay your premiums as required.
- Individual, Individual and Spouse, Individual and Children, and Family coverage available

This product contains limitations, exclusions and waiting periods. This product is inappropriate for people who are eligible for Medicaid coverage. The company reserves the right to change premiums by class.

Cancer Insurance



How Will You Cover The Cost Of Cancer?

Anyone can develop cancer. Most cancers are not inherited, but rather are the result of damage to genes that occurs during one's lifetime.* In the U.S., men have slightly less than a 1 in 2 lifetime risk of developing cancer; for women, the risk is a little more than 1 in 3.* (**American Cancer Society: Cancer Facts and Figures, 2008.*) If you were to be diagnosed, how would you pay for this costly disease?

American Fidelity's Limited Benefit Cancer Insurance policy can help relieve some of the costs associated with cancer. If you have not received a diagnosis of cancer and have not received any cancer treatment in the last 10 years you can apply.

SB-22398-0309

Features

- Portable – Take it with you when you leave employment.
- Guaranteed renewable for life as long as premiums are paid as required.
- Benefits for diagnostic screenings, treatment, facilities, transportation, and lodging.

This product contains limitations, exclusions and waiting periods. This product is inappropriate for people who are eligible for Medicaid coverage. The company reserves the right to change premiums by class. (C1106 Series.)