

SELF-SERVICE BENEFIT ENROLLMENT

How to Log-in to the Steele Platform

BROWSE

Navigate to the enrollment site using any web browser.



LOG-IN

Employee Number = your Social Security Number (SSN)

PIN = last four digits of your SSN + last two digits of your birth year



VERIFY

Confirm that your dependents are listed as covered dependents on the plan. Your dependents **MUST** be listed in order to be covered.



ENROLL

Review benefit options in sequential order. Make your election (apply/waive) and move to next benefit listed. **DO NOT GO OUT OF ORDER.**



REVIEW

Carefully review your benefit summary at the end of your enrollment session. It is important to double check this information before providing an electronic signature.

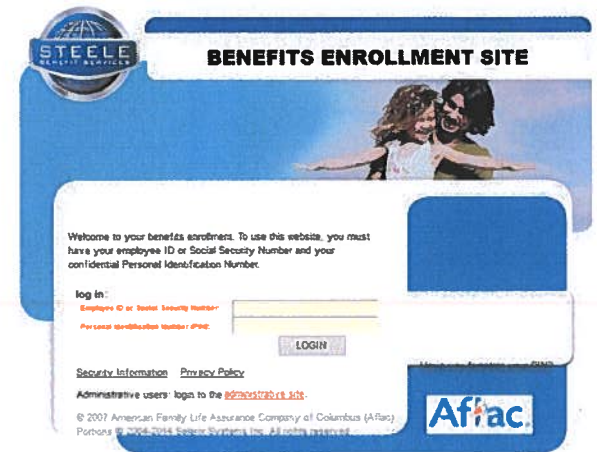


Beech Grove
City Schools



The enrollment site can be found at:

<https://www.aflacatwork.com/steele>



Important Reminders:

The deadline for completing your benefit enrollment is

10/1/17-10/27/17

Open enrollment is an annual event. A qualifying event must occur should you wish to make changes to your benefits prior to the next open enrollment period. (Ex. marriage, divorce, birth, adoption, loss of coverage, etc.)

Should you experience a qualifying event, you have **30** days from the event date to notify in order to make changes to your benefits. Documentation may be requested to substantiate the event.

Questions?

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