

ENROLL IN YOUR ALDINE EMPLOYEE BENEFITS

Welcome to ALDINE! This guide will help you **REGISTER** as a user on the Aldine Benefits portal.

You will use this system to select New Employee Benefits, Assign Beneficiaries, Make Changes During the Year and complete Open Enrollment on an annual basis. Please remember that all enrollment periods are active and require you to select or decline all plans offered by the district.

Failure to finalize your enrollment by the provided deadline may result in no benefits for the given year.

LOGIN

- Visit www.benefitsolver.com and login using your user name and password.
- First time users: **Register** your user name and password and answer a few security questions. The case-sensitive company key is ALDINE. Log in using your new user name and password.
- Click on the **Forgot your username or password?** link to reset your login details.

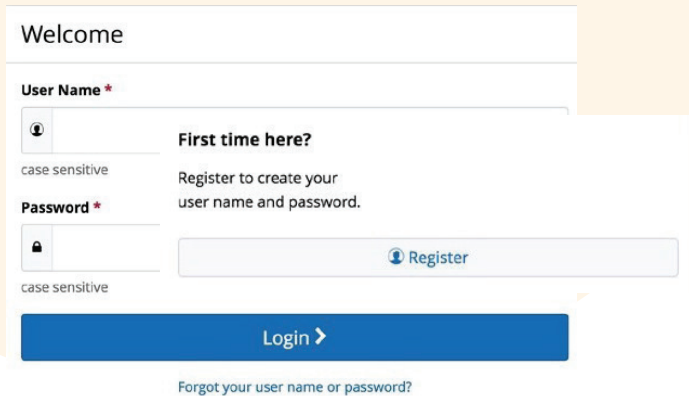
EXPLORE YOUR OPTIONS

- Explore the site to learn about your benefits. You'll find lots of helpful information in the **Reference Center**.
- The calendar at the top of the **Home** page lets you know how many days you have to enroll.

START YOUR ENROLLMENT

- Click the **Start Here** button to review your personal information and add or edit any dependents you wish to cover.
- You will need to provide each dependent's legal name, Social Security Number, and birth date to add them to your coverage.*
- Sofia, your personal benefits assistant, can answer questions and guide you as you enroll.

***You may be required to provide documentation to prove your relationship to each dependent.**



The screenshot shows the 'Welcome' page of the ALDINE Benefits portal. It features a 'User Name' field with a 'First time here?' link, a 'Password' field, and a 'Register' button. Below the password field is a 'Login' button with a right arrow. A link for 'Forgot your user name or password?' is at the bottom.



Annual Enrollment is Here!

[Start Here >](#)

Hi, I'm Sofia, your trusted benefits advisor!



About You



Your Information

Consider me your trusted benefits advisor through your benefits portal. Simply click on the 'About You' link of the page.

As an automated, personalized assistant, I can answer your questions and get you connected to the right resources.

Let's get started!

First Name:
Middle Initial:
Last Name:
Social Security Number:

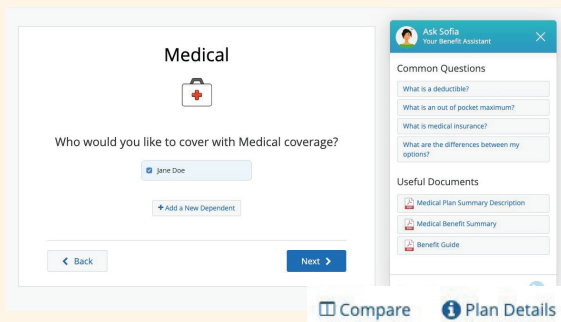
Your Family



Do you have any dependents?

☐ Yes ☐ No

ENROLL IN YOUR ALDINE EMPLOYEE BENEFITS



Medical

Who would you like to cover with Medical coverage?

☒ Jane Doe

[Add a New Dependent](#)

[Back](#) [Next](#)

[Compare](#) [Plan Details](#)

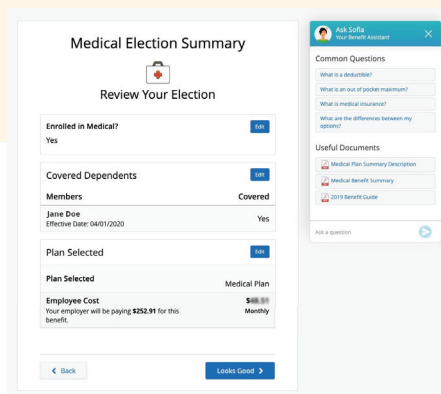
Ask Sofia
Your Benefits Assistant

Common Questions

- What is a deductible?
- What is an out of pocket maximum?
- What is medical insurance?
- What are the differences between my options?

Useful Documents

- Medical Plan Summary Description
- Medical Benefits Summary
- Benefit Guide



Medical Election Summary

Review Your Election

Enrolled in Medical? [Yes](#)

Covered Dependents [Yes](#)

Members [Covered](#)

Jane Doe
Effective Date: 04/01/2020

Plan Selected [Yes](#)

Plan Selected [Medical Plan](#)

Employee Cost
Your employer will be paying \$252.91 for this benefit.

[Back](#) [Locks Good](#)

Ask Sofia
Your Benefits Assistant

Common Questions

- What is a deductible?
- What is an out of pocket maximum?
- What is medical insurance?
- What are the differences between my options?

Useful Documents

- Medical Plan Summary Description
- Medical Benefits Summary
- 2019 Benefit Guide

[Ask a question](#)

ENROLL IN COVERAGE

- Use the **Next** and **Back** buttons to review and elect options available to you. Choose or decline coverage for each option, and select which family members you want to cover.
- Review plan documents and use the **Compare** and **Plan Details** tools to view details and costs for the options available to you.

REVIEW AND FINALIZE YOUR ELECTIONS

- Make sure your personal information, elections, dependents, and beneficiaries are accurate, then approve your elections.
- To finish, click **I Agree**. When your enrollment is complete, you will receive a confirmation number and can print your **Benefit Summary** for your records.

AFTER YOU ENROLL

- Return to the **Home** page to check for any additional tasks needed to complete your enrollment, view or download your **Benefit Summary**, and download the MyChoice™ Mobile App.
- Visit this site anytime you want to learn more about your benefits or make a change to your coverage (if you experience a qualifying life).

Review Enrollment

You're almost done! Please review your enrollment below.

You must click the **Approve** button before you will be enrolled in any plans.

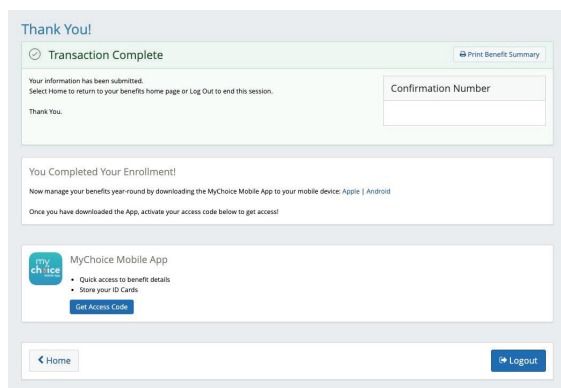
[About You](#)

[Dependents](#)

[Beneficiary Information](#)

Your Elections

[My Health](#)



Thank You!

[Print Benefit Summary](#)

Transaction Complete

Your information has been submitted.
Select Home to return to your benefits home page or Log Out to end this session.

Thank You.

Confirmation Number

You Completed Your Enrollment!

Now manage your benefits year-round by downloading the MyChoice Mobile App to your mobile device: Apple | Android

Once you have downloaded the App, activate your access code below to get access!

my choice MyChoice Mobile App

- Quick access to benefits details
- Store your ID Cards

[Get Access Code](#)

[Home](#) [Logout](#)

Confirmation

Thank you for enrolling in your new hire benefits. To view your benefit elections at anytime throughout the year you can access your **Benefits Summary** under your name in the upper right hand corner.

If you have any questions, please chat with your personal benefits assistant, Sofia via the **Live Chat** feature in the navigation bar at the top of your browser.

*Total employee cost represents the total approved cost of benefits included on the summary. Other benefits not displayed are not included.

The information submitted may be subject to further review and/or approval. The deduction amounts are based on rates and calculations stored in the Benefitsolver system at the time of elections. To verify actual elections and/or deduction amounts, please contact your benefits administrator.

Employer remains responsible for any and all loss or damages, and in no event shall Businessolver be liable for any amount, including, but not limited to, insurance premiums, stop-loss deductibles, reinsurance fees, health plan or other claims, cancellation or reinstatement fees, or penalties, for a failure to pay a carrier/vendor or for failure to provide appropriate billing information in a timely manner, unless such delay is caused by the negligent acts of Businessolver.

[✕ I Disagree](#)

Total Employee Cost: \$587.34
Monthly

[✓ I Agree](#)



New Hire Enrollment - Pending Dependent Verification

[Upload Documents](#)

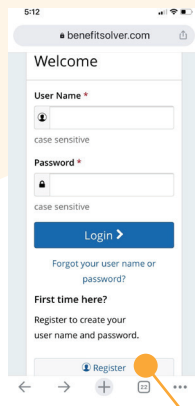
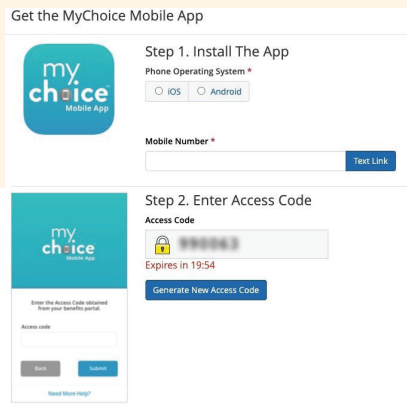
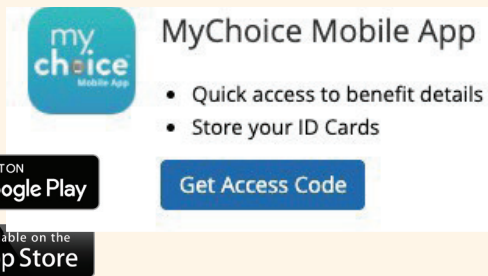


Questions? 855.474.9494

Monday-Friday 8 a.m. – 5 p.m.

employeebenefits@aldineisd.org

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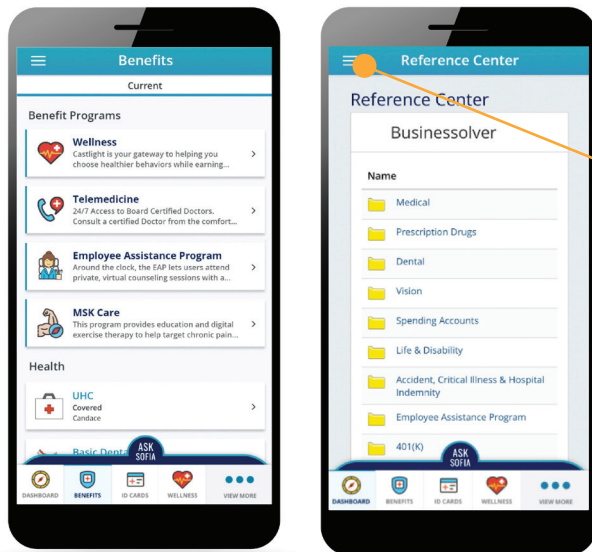
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GET THE MYCHOICE MOBILE APP

1. Visit www.benefitsolver.com and login using your user name and password.
2. Click the **Get Access Code** button to text a link to your device to easily install the MyChoice Mobile App. Choose your device's operating system (iOS for Apple or Android), and type in your phone number with area code to text a link to download the Mobile App sent directly to your phone.
3. Use the 6-digit Access Code to activate the Mobile App on your device. Answer the security questions and provide multi-factor authentication.

You may continue your mobile experience in the browser or return to the MyChoice Mobile App.



FIRST-TIME USERS

➤ **Register** your user name and password and answer a few security questions. The case-sensitive company key is **xxxxxx**. Log in using your new user name and password.

*If you log in to Benefitsolver through a company website (SSO), you may need an additional access code.

EXPLORE YOUR OPTIONS

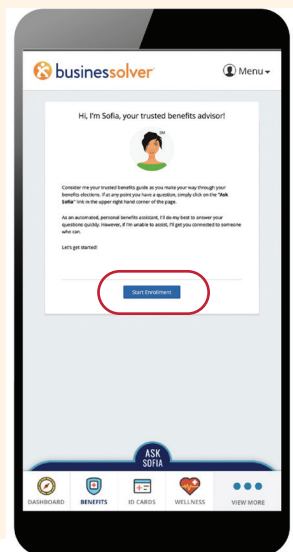
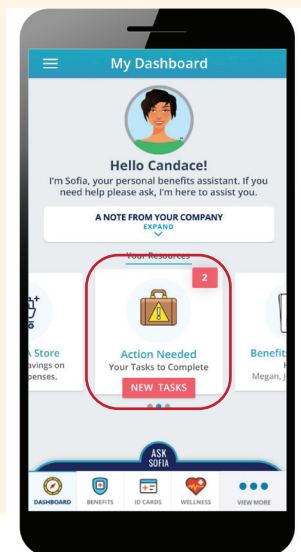
- Explore the **Benefits** tab to review your current coverage.
- Find plan details in the Reference Center in the upper left menu.



*SSO Access Code Instructions: First, log in to your benefits portal account and click the **Get Access Code** button in the MyChoice Mobile App section of your home page. The page will open displaying an Access Code. Enter this code when prompted in the MyChoice Mobile App.

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ENROLL IN YOUR ALDINE EMPLOYEE BENEFITS



START YOUR ENROLLMENT

- The **New Tasks** will alert you that Annual Enrollment is available. Tap that to begin.
- Click the **Start Enrollment** button to review your personal information and add or edit any dependents you wish to cover.
- If you are adding dependent(s) to your coverage, you will need to provide each dependent's legal name, Social Security number, and birth date.*

*You may be required to provide documentation to prove your relationship to each dependent.

ENROLL IN COVERAGE

- Use the **Next** and **Back** buttons to review and elect options available to you. Choose or decline coverage for each option and select which family members you want to cover.
- Review plan documents and use the **Compare** and **Plan Details** tools to view details and costs for the options available to you.

REVIEW AND FINALIZE YOUR ELECTIONS

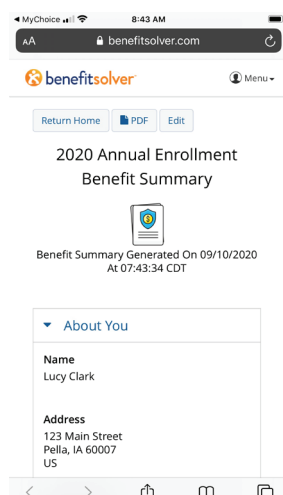
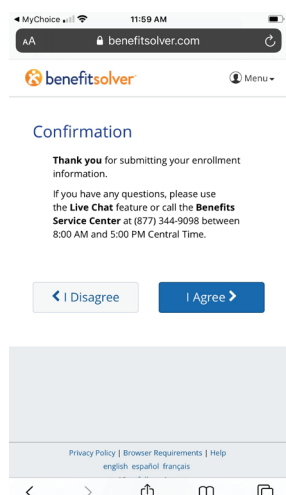
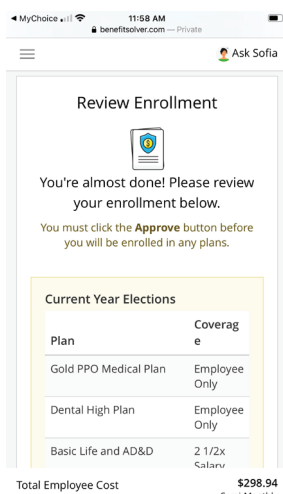
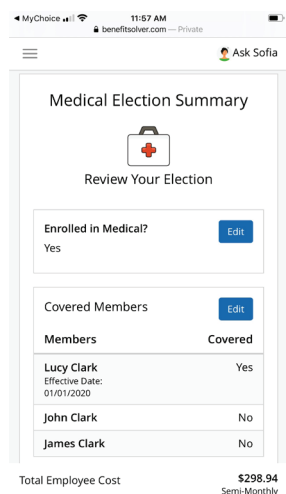
- Make sure your personal information, elections, dependents, and beneficiaries are accurate, then Approve your elections.
- To finish, click I Agree. When your enrollment is complete, you will receive a confirmation number and can review your Benefit Summary.

AFTER YOU ENROLL

Return to the **Dashboard** to check for any additional tasks needed to complete your enrollment.

Use the MyChoice Mobile App year-round to:

- Find plan details
- Get carrier contact information
- Store your digital ID cards
- Make a change to your coverage (if applicable)
- Load required documents



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