



## ***Attention Gladewater ISD: It's time to enroll!***

TRS-ActiveCare annual enrollment period for the 2016-2017 plan year for Gladewater ISD employees will be July 15, 2016 through August 19, 2016. Enrollment this year will be *passive*. This means that existing members will only need to take action if you want to change your coverage. All changes must be submitted by the end of open enrollment, August 19, 2016. If you take no action, you will remain on your current plan and do not need to log into the portal this year; however, if you are declining coverage see below. The effective date for coverage will still be September 1, 2016.

\*\*\*Employees who will be declining coverage for the 2016-2017 plan year beginning 9/1/16, are required to log into the enrollment portal and decline coverage every year. See instructions below

Visit <http://www.benefits.ffga.com/gladewaterisd/Benefits?nextPlanYear=True> to find out more about your Health Insurance offering.

To Enroll/Change/or decline coverage in Benefits visit:  
<https://ffga.benselect.com/Enroll/login.aspx?ReturnUrl=%2fenroll>

***Login ID: SSN (no dashes)***

***Password: last 4 digits of SSN and last 2 digit of year of birth***

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- All dependents must be entered into the system regardless of an election or denial of coverage.
- Social security numbers and dates of birth for all dependents will need to be entered and verified at time of enrollment.
  - Residential address and mailing address must be entered and verified at time of enrollment.

\*\*\*Medical benefits changes will be enrolled from one site, FFEnroll. Please login at your earliest convenience to complete your benefits on time.