

New Hire Insurance Benefit Offerings – Action Required

You **MUST** complete the mandatory **New Employee Health and Life Insurance Application** and return it to Employment Services before you report for work. **See the Health Plan Overview for details and costs of all health insurance plans offered.**

You have other voluntary insurance options available to you and your qualified dependents that can be viewed and enrolled in online. See the list below:

- *(FSA) Flexible Spending Account for Medical or Dependent Day Care*
- *(HSA) Health Savings Account*
- *Dental*
- *Vision*
- *Disability*
- *Cancer*
- *Universal Whole Life*

Detailed information for these additional benefits can be easily accessed by visiting the Employee Benefit Web Site- Benefit Focus.


1. Go to www.marionschools.net and click on **MCPS Desktop Portal** – Sign In with your employee log in ID and password.

2. Home Page - Click on **BENEFIT FOCUS icon** - > - >



3. Click on the various tabs across the top to view detailed information



4. Please click the red button  on main page to enroll in voluntary benefits.

Enrollment can done online within (30) days of hire date. Your hire date is the day that you start work.

Please contact Risk Management at 352 671-6910 with any insurance questions or concerns.