



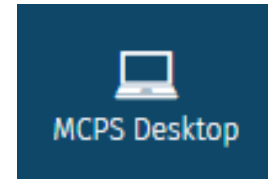
**Marion County
Public Schools**

*Developing Successful Citizens –
Every Student, Every Day*

2019 Employee Benefits Online Open Enrollment Guide

October 8, 2018 - November 9, 2018

Step 1: Visit www.marionschools.net to log into your MCPS Desktop Portal.



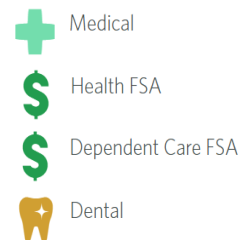
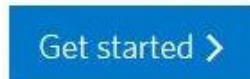
Step 2: Click on the **BENEFIT FOCUS** icon.
- If using a computer outside of work - additional log in required (enter work e-mail address and password)



Step 3: Select the red, “*Click Here*” button to view your benefits.



Step 4: Click “**Get started**” (blue button) and review any dependent information.



Step 5: Scroll down the list of benefits. To add, delete, or change coverage, select “*Edit Coverage*.”

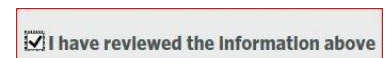


Step 6: Once you have made your first benefit change, select “*Save & Continue*” to advance to the next benefit.

**You must select or decline FSA benefits (benefit #3 and/or #4) in order to complete enrollment.*



Step 7: Repeat Steps 5 and 6 until you have added, deleted, or made changes to all benefits. Once completed, check the box “*I have reviewed the Information above*” then select “*Complete Enrollment*.” Print the employee summary report for your records. *If you are unable to complete enrollment, see step 6.*



2019 Benefits Overview

Florida Blue 
Health Insurance Benefits

ALL Plans →
(Plans 1, 2, 3, & 4)

**No benefit changes!
 No rate increase!**


Dental Insurance Benefits

Low Option
High Option
High w/ Ortho }

**No benefit changes!
 No rate increase!**

Humana
Vision Insurance Benefit

Vision Care Plan →

**No benefit changes!
 No rate increase!**


Life Insurance Benefit
New carrier for 2019

Basic Life *(employer paid) - 1.5 x Salary*
Voluntary Life* - Employee \$50,000
Dependent Life* - Spouse \$10,000; Child \$10,000


Disability Insurance Benefit
Check your plan

Short Term Disability
(5 year plan)
Long Term Disability
(up to age 65) }

Rate Increase


Flexible Spending Account (FSA)
Must re-enroll each year

Max. Contribution - \$2,650 per year
Roll Over Amount - \$500 per year

Max. Contribution Increase


Health Savings Account (HSA)
Must re-enroll each year

Single Contribution - \$3,500
Family Contribution - \$7,000
55+ Catch Up Contribution - \$1,000

IRS Contribution Increase


Allstate
Cancer Insurance Benefit

Individual Policy
Family Policy }

**No benefit changes!
 No rate increase!**

***One time open enrollment for this benefit.**