



Kenmore – Town of Tonawanda UFSD

Employee Self Service

Benefits Enrollment Instructions

Ready to select your benefits?
Just follow these steps to get the benefits that suit
you and your family best.

- Click on the following link (or copy and paste it into your internet browser):
<https://usrbp.benselect.com/ktufsd>
- Enter your User ID and password. Your User ID is your 5 digit Employee ID. If your ID is 4 digits, add a leading 0 to the entry. For example, EE ID 4423 would be 04423. Your password is the last 4 digits of your Social Security Number followed by the last 2 digits of your birth year; for example: 456780. This number is also referred to as your PIN.
- Your enrollment consists of 4 steps:
 1. Review your personal information
 2. Add Dependents with SSN and Date of Birth
 3. Make your benefit elections
 4. Sign and submit your Election Form.

Need assistance or have questions about logging in to enroll?

Please call US Enrollments Customer Service Monday through Friday,
9am to 5pm EST: **716-302-4224**

Self Serve Enrollment Steps

- Review each screen carefully when making your election, and make sure you select the correct tier (Employee Only / Employee + Family)
- Click **Next** at the bottom right of each screen to move through the enrollment and select benefits.

✓ Your Benefit Options

Health

Healthcare Reimbursement Account

Health Savings Account

Basic Life and AD&D

Voluntary Life – Employee

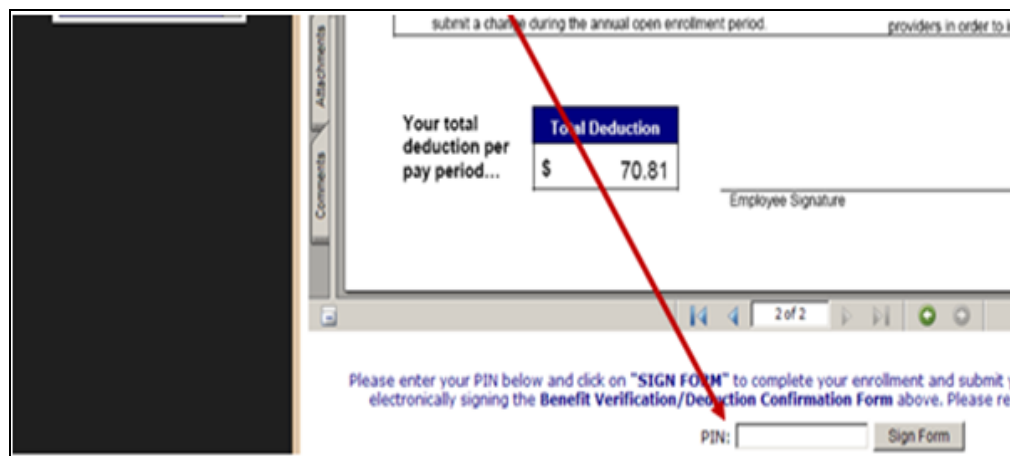
Voluntary Life – Spouse

Voluntary Life – Child

Healthcare FSA

Dependent Care FSA

- After you have finished selecting your benefits, you will see your Benefit Verification Form which needs to be signed electronically with your PIN. Your PIN is the same number as the password you entered to sign into the enrollment program.
- **Please review the form carefully before signing!** Make sure your elections are properly displayed on page 1 and all dependents you wish to cover are displayed accordingly on page 2.
- When you are ready, use the outer scroll bar on the right to reach the field at the bottom where you need to enter your PIN (shown below). After typing in your PIN, click on the “Sign Form” button instead of using your Enter key.

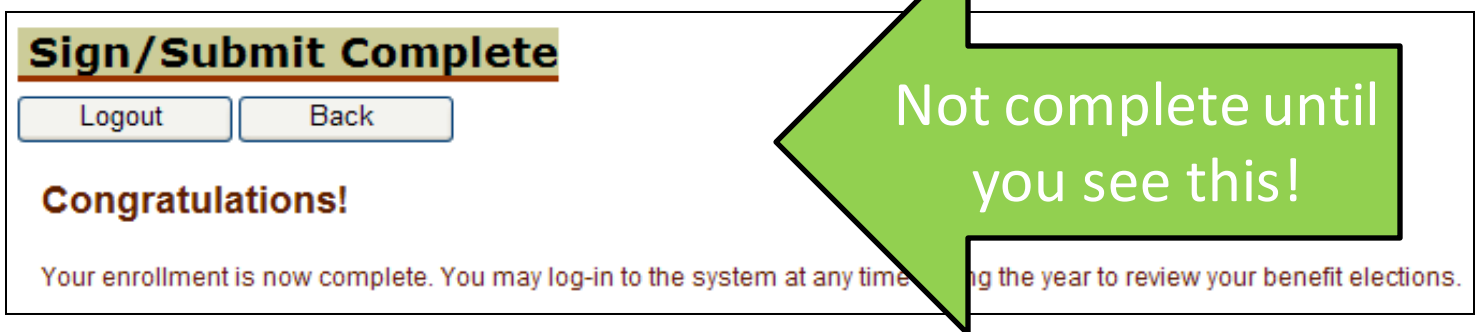


The screenshot shows a web-based enrollment form. At the top, there is a header with the text "submit a change during the annual open enrollment period." and "providers in order to". Below this, the form displays "Your total deduction per pay period..." with a blue box labeled "Total Deduction" containing "\$ 70.81". There is a line for "Employee Signature". At the bottom, there is a PIN entry field and a "Sign Form" button. A red arrow points from the "Total Deduction" box down to the PIN field. The page number "2 of 2" is visible in the bottom right corner of the form area.

- **Your enrollment will not be considered complete until you successfully finish this step!**

Self Serve Enrollment Steps

- After you have signed your Benefit Verification Form, a screen will be displayed stating “*Congratulations!*” at the top (illustrated below) and you will once again be shown a summary of your benefits. Be sure to review this screen carefully, as it contains additional information not previously displayed.



The screenshot shows a web interface with a header **Sign/Submit Complete** and two buttons: **Logout** and **Back**. Below the buttons, the text reads **Congratulations!** followed by a message: "Your enrollment is now complete. You may log-in to the system at any time during the year to review your benefit elections." A large green arrow points from the right side of the screenshot towards the text "Not complete until you see this!"

- If you need to make changes, you can still go back to do so. After you are finished modifying your elections, you will be asked to sign a new Benefit Verification Form.
- Voluntary Life: If you elect coverage above the Guaranteed Issue amount, you will see a column titled “**Pending Approval**” next to your Benefit Amount and Cost (shown below). Your Benefit Verification Form will both reflect the “Guaranteed Issue” and “Pending Approval” amount. Once approved, you will be notified by your employer of the increases to your benefit amount and payroll deduction.

Changes to personal information? Please access and complete the Change Form found in the Forms Library by clicking at the tab on the top right corner of your screen.

