



## BENEFIT ENROLLMENT INSTRUCTIONS

Welcome to the City of St. Charles School District Online Benefit Plan.

When you are ready to begin the online enrollment process, you may logon to your personal Employee Benefit Website (EBW). This website includes information about your benefit plans and allows you to enroll quickly and easily.

- ★ Go to: <http://www.myCSCSDBenefits.com> (The link can also be found through the District Website under Employees, CBAS Benefit Login)
- ★ Enter your username: First Name Initial, Last Name Initial, Last 4 digits of Social Security Number. (This will remain consistent and will not change)
  - John Smith xxx-xx-1234; JS1234
- ★ Enter your password: Birth Date is this format: MMDDYYYY
  - January 1, 2016 = 01012016
- ★ After the initial logon, you will be asked to change your password to conform to the following rules:
  - Must be 6-30 characters
  - Must contain at least 1 number
  - Must contain at least 1 capital letter and 1 lower case letter
  - Must contain at least 1 special character (!, @, #, etc.)
  - Cannot contain your name or username

On the Welcome page you will see your available benefit options as well as benefit information resources. You will follow to prompts to elect coverage options for the remainder of the 2016 plan year. Once selected, you will have access to your benefit information by logging on to this site throughout the year.

If you have any questions or need additional assistance, please contact Kathy Monahan, the District Benefit Specialist at 636-443-4047.