

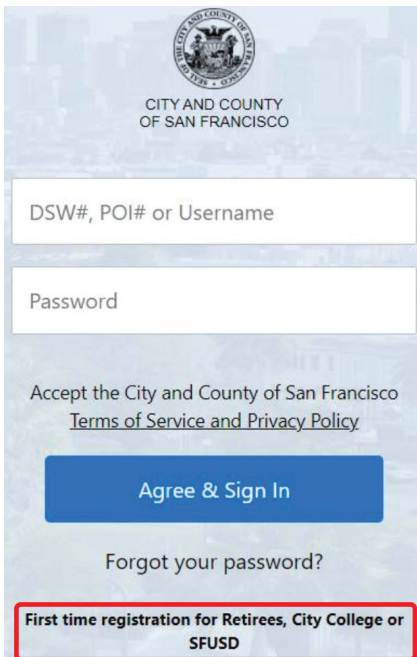
Getting Started

**ENROLL IN
OPEN
ENROLLMENT
BENEFITS
ONLINE**
OCTOBER 1-29, 2021

Enroll Online for Open Enrollment with *eBenefits*!

Welcome to ***eBenefits***, our online benefits system, designed to provide you with a secure, fast and convenient enrollment experience.

You can use your computer, tablet, or smart phone to access ***eBenefits*** at any time during **Open Enrollment** between **October 1-29, 2021**.



To get started, go to the **City and County of San Francisco's Employee Portal** from <https://myapps.sfgov.org>



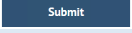
If you have not previously registered for ***eBenefits***, you will need to register and set up your account (one-time only).

Register by clicking on **“First time registration for Retirees, City College or SFUSD”** found at the bottom of the login window on <https://myapps.sfgov.org>

For more information about *how to register* with ***eBenefits*** for the first time or to learn how to make benefit elections online using ***eBenefits***, visit our website at <https://sfhss.org/ebenefits>

Use one of the following Internet browsers: *Chrome, Safari, Firefox* or *Microsoft Edge*. Please note that *Internet Explorer* is not supported by ***eBenefits***.

GETTING STARTED

- 1** Click on the SF employee portal tile  from the *myapps* dashboard:
<https://myapps.sfgov.org>
- 2** Click on the **Open Enrollment link** from the Alerts tab on the SF Employee Portal page.
- 3** Once in *eBenefits*, be sure to click **Save and Continue**  through each screen. You must click **Submit**  at the end of the process in order to complete your enrollment otherwise your elections will not be recorded.
- 4** Enter your elections and submit your choices by **5:00pm PST on October 29th, 2021**. If you are adding new dependents, you will need to submit supporting documentation, which can be uploaded in *eBenefits*.

SAVING AND SUBMITTING YOUR ELECTIONS

Be sure to click the **Save & Continue** button after you make your enrollment changes. After you review all of your elections, click the **Submit** button at the end to finalize your choices.

IDENTITY PROTECTION

For your security and identity protections, your registration will require you to set up Multi-Factor Authentication (MFA). This is a method that grants a user secure access only after presenting at least two separate pieces of evidence to authenticate their identity.

CONTACT INFORMATION

If your contact information is incorrect or incomplete, please contact your **San Francisco Unified School District Human Resources Office** to update your information. You will not be able to update your information using *eBenefits*.

HELP IS AVAILABLE

Detailed instructions, videos and resources can be found at sfhss.org/ebenefits

If you have questions about benefits, plans, eligibility, or enrolling online, please call SFHSS at **(628) 652-4700**. Our telephone hours are Monday, Tuesday, Wednesday and Friday, from 9am to 12pm and 1pm to 5pm, and Thursday from 10am to 12pm and 1pm to 5pm. In order to serve as many members as possible, we are providing consultations by telephone only.

If you are unable to log into the **Employee Portal**, please contact the **City and County of San Francisco's Department of Technology Help Desk** at **(628) 652-5000**, between the hours of 7:30am-5pm, Monday to Friday.

You will be asked to provide your **DSW Number** (this is a unique ID number assigned to you in our benefits system and not your SFUSD Employee ID number) and some additional information to validate your identity. If you do not know your DSW Number or if your Open Enrollment link does not work, contact SFHSS directly.

Thank you for using *eBenefits*, we look forward to serving you!