



## The School Board of Sarasota County Benefit Information Using the PlanSource Enrollment System

### Selecting your benefits using a "web connected" computer

Begin the process as follows:

1. Go directly to the School Board Employee Portal website, <https://ep.sarasotacountyschools.net/>
2. Log in using your employee ID number and your PIN (last 4 digits of your SSN).
3. Click on **Documents & Links**.
4. Then click on **Benefit Information, Enrollment and Changes**.
5. This will bring you to the enrollment system with **PlanSource**.
6. Next you will need to **login** with your Employee ID number with the "A". Example: A000000
7. Next you will need your **Password** is your birthdate in the format YYYYMMDD. Example: a birthdate of February 7, 1975 would be **19750207**.
8. You will then be prompted to change your password. Please change your password to an eight character password using letters and numbers.

**NOTE:** If you previously logged into the system after Open Enrollment and changed your password, please use that new password. Passwords will be reset each year at the start of Open Enrollment.

Please use this system for Open Enrollment and Life Event status changes.

**\*Please note:** All qualifying Life Event status changes will require supporting documentation and administrative approval. The documentation **MUST** be received by Risk Management before they become effective.

**PERSONAL INFORMATION:** Please review the personal information listed and notify Human Resources of incorrect data.

From work or home  
go to:

SBSC Employee Portal

Life Events that  
you make require  
administrative  
approval and will  
be pended for  
further action

At any time during your  
enrollment transaction  
you may contact  
Risk Management  
Monday – Friday  
8AM – 4:30PM

You may access the  
system to make status  
changes 24 hours a  
day, 7 days a week

Please remember that  
your enrollment is not  
complete until you  
generate a  
confirmation.