



SARASOTA COUNTY SCHOOLS

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.

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.