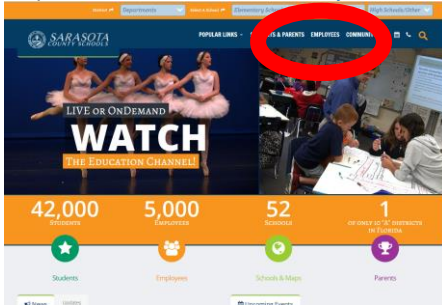


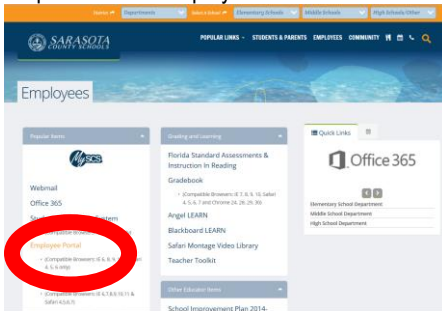
Congratulations on your new job!

Sarasota County School Board has a web-based benefit system that you can access from any web-connected computer. You can even enroll in the comfort of your own home at your convenience. This benefit enrollment system is the same system you will use to verify your benefits throughout the year as well as request changes due to Qualifying Life Events, update your beneficiary information or participate in the Annual Enrollment opportunity each year. Make sure you keep these directions with your Benefit Enrollment booklet to refer to as needed throughout the year.

Step 1: Go to [www.sarasotacountyschools.net](http://www.sarasotacountyschools.net) and select "EMPLOYEES"



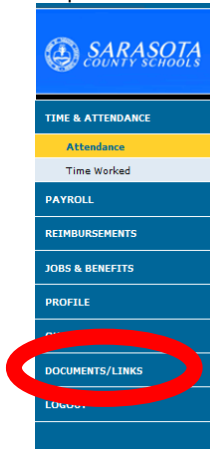
Step 2: Select "Employee Portal"



Step 3: Sign in (User Name is A# and Password is last 4 of your SSN)



Step 4: Select "DOCUMENTS/LINKS"



Step 5: Select "Benefit Information, Enrollment and Changes"

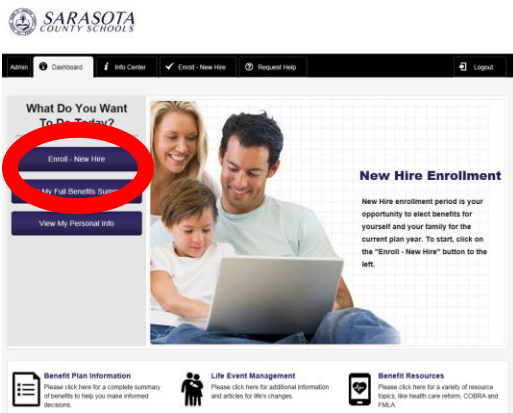
TIME & ATTENDANCE	Employee Portal > DOCUMENTS/LINKS
PARROLL	Address Change
REIMBURSEMENT	Benefit Information, Enrollment and Changes
JOB & BENEFITS	Medicals of Absence
PROFILE	2013-2014 Payroll Calendar
QUALIFICATIONS	2013-2014 Payroll Calendar
DOCUMENTS/LINKS	Electronic W-2 Consent
LOGOUT	Workforce Electronic W-2 Consent
	Form W-9
	INFORMATION

Step 6: Sign in you will need to **login** with your Employee ID number with the "A". Example: A000000. The password is your Date of Birth in YYYYMMDD order.)



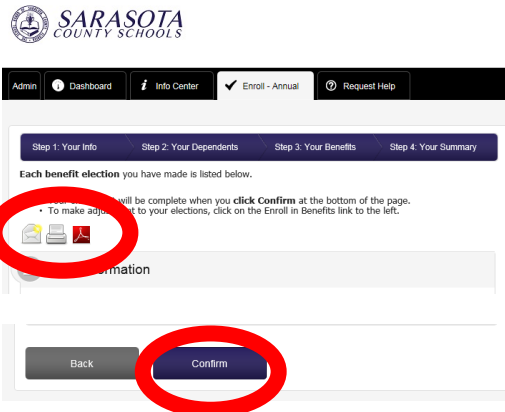
Step 7: Change your password (Your current password is the YYYYMMDD you used to sign in initially. Your new password can be anything you want with a minimum of 8 characters. Make sure you notate your records of your new password.)

Step 8: Select "Enroll – New Hire"



Step 9: Complete each section and select "Continue" at the bottom of each page. Make sure you list all dependents (spouse and children) you may wish to cover on your benefits on Step 2.

Step 10: Review Step 4 Your Summary, if everything looks correct you can print or save it as a .pdf and then select "Confirm".



Step 11: Select your email address and email yourself a copy of your completed benefits confirmation for your records.

Step 12: Logout! Congratulations you are done!