

THE KING'S ACADEMY

Employee Online Enrollment Guide



STEP 1

- Get online
- Click on the link provided in the email from the HR Department
<https://www.eenroller.net/btrac/eeaccessguide.asp?ST=KING5549>
- Log on—Your username is your first initial and last name (no spaces/no hyphens, up to 10 characters)
- Your password is the last four digits of your social security number.

Review your personal information on the My Family page. It is important to review all of your personal information to ensure accuracy.

Steps

1. Click the **Make Changes** link to update your personal information. You can also change your password in this area.
2. Click here to add your spouse.
3. Click here to add your dependents.

STEP 2

Enroll in your benefits

If your enrollments have not been previously set up in the system, you can make your selections by following the instructions below:

1. Click a link under the **Benefits** menu to review a particular category of benefits.
2. In each benefit block, make a selection from your list of **Manage Benefit** options and click **Go**.

THE KING'S ACADEMY

Employee Online Enrollment Guide (Con't)

STEP 3

Change existing benefits

Your current elections will appear in a similar fashion as shown in the picture below. To make a change, select an option from the list in the **Manage Benefit** section and click **Change**.

1. Click here to select a **Manage Benefits** option, then click **Go**. The system will guide you through the process of making changes to your elections.

Health
Blue Shield of CA PPO Plan

Status: **Active**
Activity: 11/1/2005
Coverage: Employee + Family
Employer Cost: \$314.00 (Semi-Monthly)
Employee Cost: \$175.00 (Semi-Monthly)

Elite Health

Tasks:
[Benefit Description](#)
[History](#)
[Enrollment Re-Cap](#)
[View Questions](#)

Name	Type	Group Number	Provider	Action	Effective	Approved	Sent
Joe	EMP	H200_2 PPO		Add	11/1/2005	10/6/2005	
Sarah	SPS	H200_2 PPO		Add	11/1/2005	10/6/2005	
Missy	DEP	H200_2 PPO		Add	11/1/2005	10/6/2005	

Manage Benefit: **1**

The options here will vary depending on the type of benefit.

STEP 4

Finalize your changes

You can review your changes during the log out process

Lock Menu

Resources
News & Announcements
Help
Library / Links

Benefits (Not Finalized)
Health
Dental
Vision
Core Life
Long Term Disability
Summary

Summary

Total Cost of Elections: \$175.00
Total Benefit dollars: \$110.00
Out of pocket expense: \$65.00
Custom message can be entered here.

NOTE: If you have made no changes during your session, this button may not appear. In this case you may log out. Logging out will give you an opportunity to review your changes.

