THE KING'S ACADEMY

Employee Online Enrollment Guide

STEP 1

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- 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.
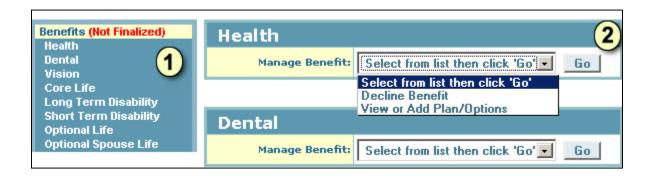2. Click here to add your spouse.
3. Click here to add your dependents.

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.**

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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.

STEP 4

Finalize your changes

You can review your changes during the log out process

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