

HOW

TO

ENROLL

The online benefits portal tool is a convenient way to make your benefit elections. Simply log on and follow the prompts to complete your enrollment. The system is designed to be easy enough for anyone to use.

HOW TO ENROLL:

Step 1: Review the Benefits Guide located on the District's website under Departments and Benefits

Step 2: Access the Benefits Portal at www.cyclonebenefits.com/lcs

Enter your Username and PIN

Username: 9-digit Social Security number (with or without dashes)

PIN: last 4 digits of SSN + 2-digit year of birth

PIN example: SSN is 9877
DOB is 07/05/1983:
PIN is 987783

Step 3: Review your personal and dependent information for accuracy

Step 4: Review each product offered;
Elect coverage for 2020-21 plan year

Step 5: Complete your enrollment by signing the Enrollment Confirmation

GETTING STARTED

This unique enrollment system is designed to be easy to use, and you are encouraged to complete the process on your own. However, if you have questions or need help navigating the system, the support team at Total Benefits Solutions can provide assistance. Please call 888-783-9653 M-TH 8:30 am – 5:00 pm CST and Fridays 8:30 am – 4:00 pm CST.

INFORMATION YOU'LL NEED

- ✓ Your name, birth date, and Social Security number
- ✓ Your mailing address and phone number
- ✓ If you are enrolling dependents, you'll need their names, birth dates, Social Security numbers, and address if different than yours
- ✓ If you are adding life insurance beneficiaries, you'll need their names, addresses, birth dates, and Social Security numbers. **No one under the age of 18 should be listed as a beneficiary.**

FREQUENTLY ASKED QUESTIONS

Q. Where can I find benefit information?

A. Benefit information can be found throughout the enrollment system and on the Benefits website. Go to www.leonschools.net and click on Departments and Benefits.

Q. Where can I get my confirmation statement?

A. You can view your election statement immediately after completion of your enrollment session on the last page of the enrollment system. Be sure to print a copy for your records. You will also receive a confirmation email from reporting @tbsins.net.

Q. What if I need to make a change after I have enrolled?

A. You may enter the enrollment system directly via self-service at any time through the end of Open Enrollment which is August 14th.

Q. What if I am adding a new dependent?

A. To add a spouse, you will need to provide a copy of the marriage license to the Benefits Department. For legally dependent children, you will need to provide a copy of the birth certificate(s).

Q. Do I need to enroll if I do not want to make any changes?

A. You must enroll if you want a Flexible Spending Account (Medical Reimbursement and Dependent Care Reimbursement). If you do not have either of these and want your benefits to remain the same, you do not need to do anything. You will have the same benefits you currently have.