



Open Enrollment 2021

North Adams Community Schools Open Enrollment for the 2022 plan year will be held November 1-12, 2021. If you have any questions or require assistance, please contact Kelli Braun, payroll/HR coordinator, at braunk@nadams.k12.in.us

1

To complete the online Open Enrollment for health insurance, please visit: <https://sebt-optimalhealth.benelogic.com>

2

LOGIN ID

Use the district-specific User ID. The ID is the first letter of your first name, last name, last 4-digits of your Social Security Number. Example: **jdoe1234@northadams**

3

LOGIN PASSWORD

First time users, initial password is **Date of Birth** (mmddyyyy).

If you have forgotten your password, click **"Forgot User ID/Password?"**

NOV. 1-12, 2021

IMPORTANT!

Follow the "Quick Enroll," if you do not wish to make changes, or "Step-By-Step," if you would like to make changes/edit your insurance elections, enrollment process. You **MUST** be sure to "Submit" your enrollment in order for your information to be saved. If you are planning on waiving coverage, it is still required that you go through the steps to waive coverage for 2022.

If you are enrolling a spouse on your medical plan, you are required to provide your 2020 Federal IRS 1040 form as proof of marriage (page one only with both names and the last 4-digits of both SSNs available). Please upload this into the "File Cabinet" before the start of the new year.