



## How to utilize your Benefits Portal

The benefits portal was created to help employees see their benefit offerings, access plan information, download claims forms, view their current benefits, and to help connect employees with non-commissioned licensed benefit professionals that can answer questions.



[account.mybenefitsportal.com/grandviewschooldistrict/](https://account.mybenefitsportal.com/grandviewschooldistrict/)

### Benefit Details

The Benefit Details tab provides quick access to information on a specific benefit. Here you will see an icon for each benefit offered, along with each carrier's information. By clicking on a benefit you will be taken to a page with all the summaries, forms, and information related to that specific benefit.

### Important Documents

The Important Documents tab quickly shows all available documents related to the specific benefits offered. All documents are organized by benefit plan, and this tab is great for employees that need to grab claim forms or information on multiple benefits.

## Quick Links

On the right side of your portal homepage, you will see three Quick Link options.

- **Benefit Presentation:** a high level overview of all the benefit offerings.
- **Benefit Guide:** an online flipbook version of your Benefit Guide. Employees can also download and print their benefit guide from this location.
- **View Your Enrolled Benefits:** employees can login to view what benefits they are currently enrolled in. No changes can be made to benefits, outside of enrollment or new hire window, however employees can view, download, and print their Benefit Confirmation Statement from here. *(This button is active all year except during Open Enrollment. Please utilize this option prior to the first day of your Open Enrollment.)*

**Benefit Presentation**

**Benefit Guide**

**View Your Enrolled Benefits**

## Schedule an appointment

The "Schedule Now" button is available for employees to schedule an appointment to speak to a Benefit Counselor anytime to ask questions, file claims, or complete enrollment. Throughout the year employees can schedule a meeting with a non-commissioned Benefit Counselor at a date and time that works with their schedule. During Open Enrollment this is where employees are able to schedule their Open Enrollment appointment.

**Schedule Now**