



# Norristown Area School District Self-Enrollment Instructions!

**Conveniently, you may Self-Enroll 24/7 to complete your Benefits Enrollment process!**

**The Self-Enrollment platform will open at 12AM on the first day of Open Enrollment until 11:59 PM EST on the FINAL day!**

**Are you ready to elect/waive your benefits?**

**Follow the steps below to choose the benefits that best suit you and your family!**

Visit the [BEACON](#) or Scan the [QR Code](#):



**Beacon Site:** <https://app.thebeaconselect.com/NorristownAreaSD>

**User ID:** Your Social Security Number

**Password(PIN):** The last 4 digits of your Social Security Number followed by the last 2 digits of your birth year.

**THE BEACON**  
Benefits Education Administration & Communication ONLINE  
*Select*

**ENROLLMENT SITE**

**Your Benefits Enrollment**

To use this website, you must have your employee ID or Social Security Number and your confidential Personal Identification Number (PIN). If you have questions or need help, please contact your Human Resources Department.

**Employee ID or SSN:**

**PIN:**

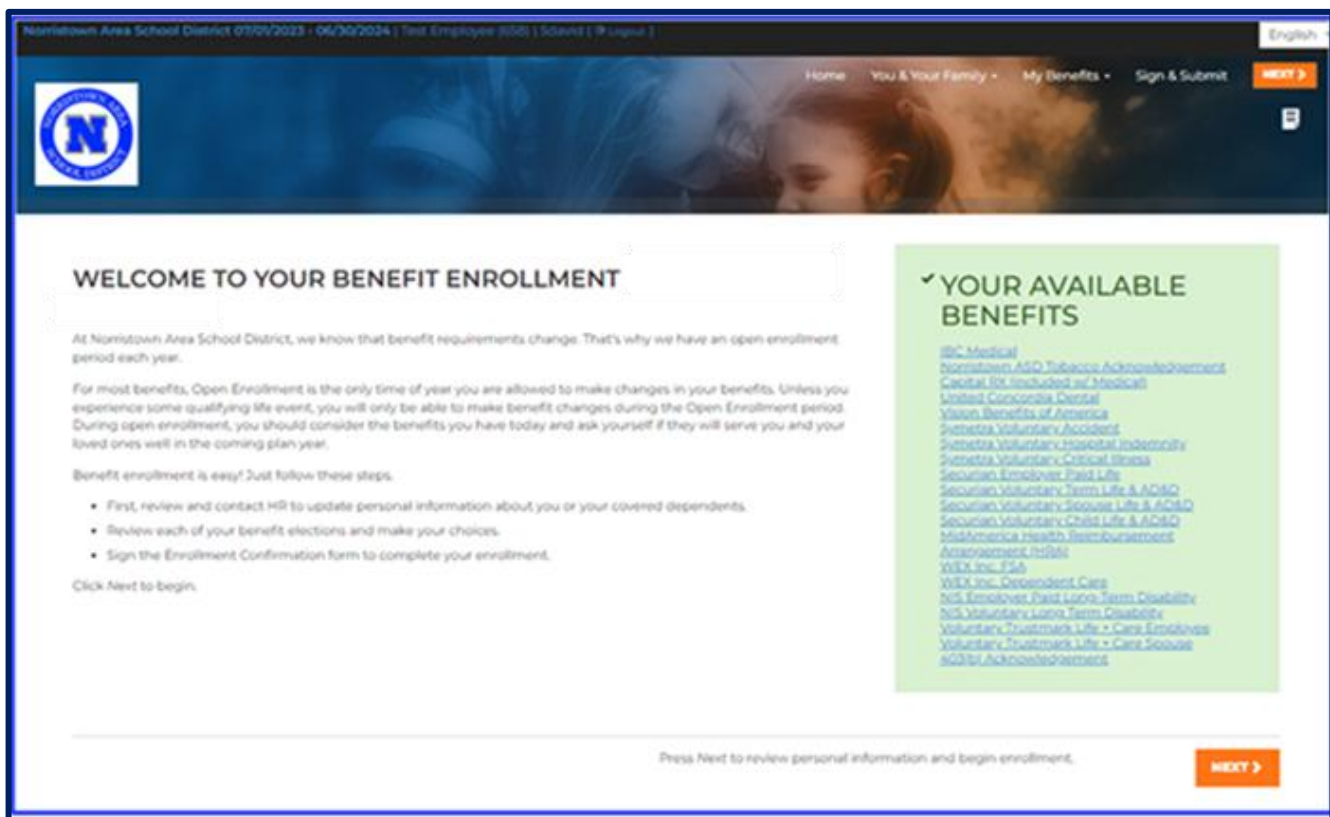
By entering your Employee ID or Username and Personal Identification Number, you are agreeing to the [Terms of Use](#).

[FORGOT PASSWORD](#) [Log in](#)



## Existing Benefits:

- If you are not making any changes or updating personal information, you don't need to add Dependents. Your Benefits will automatically roll over for the next plan year.
- The following benefits **DO NOT** roll over and must be re-elected each year.
  - *Medical FSA* • *Dependent Care FSA*.
- If you currently have the Voluntary Symetra, Trustmark, or NIS-LIFE & LTD Benefits, do NOT unlock or re-elect** them unless you want to make a tier change or cancel them. Your current Voluntary Benefits will carry over to the new plan year.
- Should you need to update your personal information and **add New Dependents** or modify Beneficiaries **do so before making your elections**. Review your current beneficiary and make any changes through the **BEACON** before making your elections.



- You can modify your benefit elections only during Active Open Enrollment or if you experience a Qualifying Life Event. HR must be notified within 30 days of the event and proof is required.**
- Be mindful when making elections! **After completing your enrollment**, please review your benefit changes to ensure you have made your intended benefit elections or waivers for the upcoming plan year.

**If you need further assistance, contact U.S. Enrollment's customer service team at:  
800.282.0732 ext 0 / 9 AM – 5 PM EST / M-F.**



## Remember to elect or decline each benefit & submit the election form with your PIN.

- After selecting your benefits for the new plan year and clicking **NEXT**, you will see your Benefit Confirmation Form, which needs to be signed electronically with your **PIN**.
- Please carefully review the Benefit Confirmation Form before signing to ensure you made the intended elections or declinations for the next year.
- Once you are done and ready to sign, use your **PIN** (see image below). After typing in your **PIN** (*Your PIN is the same number as the password you entered to sign into the enrollment platform*), click on the **"Sign Form"** button to finalize it.

My Benefits	
✓ IBC Medical	\$22.72
• Norristown ASD Tobacco Acknowledgement	\$0.00
✓ Capital RX (included w/ Medical)	\$0.00
✓ United Concordia Dental	\$0.00
✓ Vision Benefits of America	\$0.00
• Symetra Voluntary Accident	\$0.00
• Symetra Voluntary Hospital Indemnity	\$0.00
• Symetra Voluntary Critical Illness	\$0.00
✓ Securian Employer Paid Life	\$0.00
• Securian Voluntary Term Life & AD&D	\$0.00
• Securian Voluntary Spouse Life & AD&D	\$0.00
• Securian Voluntary Child Life & AD&D	\$0.00
• WEX Inc. FSA	\$0.00
• WEX Inc. Dependent Care	\$0.00
✓ NIS Employer Paid Long-Term Disability	\$0.00
• NIS Voluntary Long Term Disability	\$0.00
✓ 403(b) Acknowledgement	\$0.00
<b>Employer Cost</b>	<b>\$717.44</b>
<b>Pre-tax cost</b>	<b>\$22.72</b>
<b>Post-tax cost</b>	<b>\$0.00</b>
<b>Total Cost Per Pay Period</b>	<b>\$22.72</b>

Save/print your **Benefit Confirmation Form** for your records.

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Total: 27.33 10.23 99.75  
rev. 08-19-2021

Page 1 [Download Form](#)

Please enter your PIN below and click on **"SIGN FORM"** to complete your enrollment and submit your elections. By entering your PIN, you are electronically signing the **Benefit Verification/Deduction Confirmation Form** above. Please review it carefully before entering your PIN.

Your default PIN is the last 4 digits of your SSN and the last 2 numbers of your birth year.

PIN:

- ❑ You can view/print the Final Confirmation Statement Form 24/7, visit the Benefits Portal at [nasd.mybenefitsinfo.com](http://nasd.mybenefitsinfo.com). to find additional instructions. You may email **HR- Benefits Administrator, Emma Clancy** at [eclancy@nasd.k12.pa.us](mailto:eclancy@nasd.k12.pa.us) with any changes, questions, or discrepancies you see.
- ❑ If you need the Carriers' contact information and have questions about ID Cards, or request the member ID number for doctor's appointments, visit the benefits portal at [nasd.mybenefitsinfo.com](http://nasd.mybenefitsinfo.com). **Scroll down and select the benefit tile to find the carrier contact information.**