
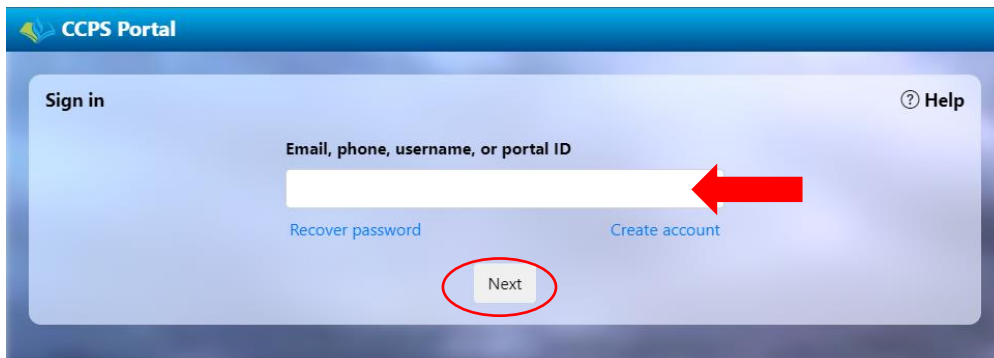


## Accessing the CCPS Portal

1. Open your CHROME browser. Chrome  is the preferred browser.
2. Visit <https://portal.collierschools.com/>  
OR  
Visit the District Website and click on CCPS Portal on the top of the page.

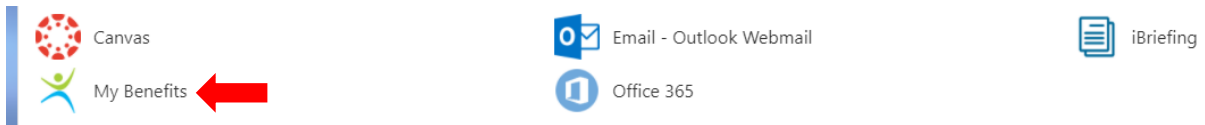


3. Enter your **CCPS network** username. **\*\*If you have issues logging in or need to reset your password contact the helpdesk at 377-0445 or via email at [HelpDesk@collierschools.com](mailto:HelpDesk@collierschools.com)\*\***
4. Click Next.
5. Log in using your CCPS network username and password.

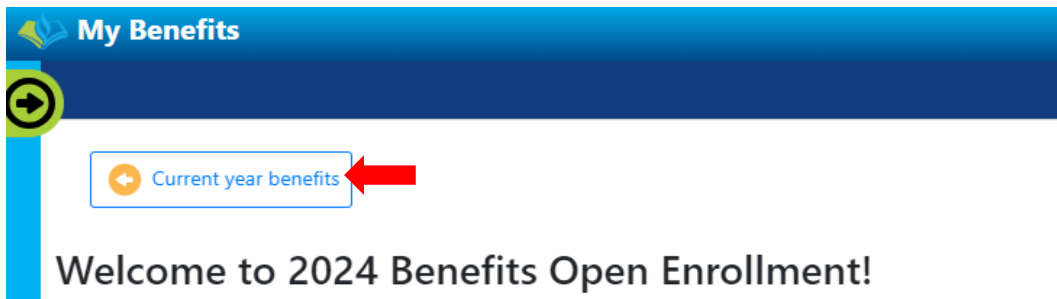


## Starting Your Self-Enrollment

Click on “My Benefits”

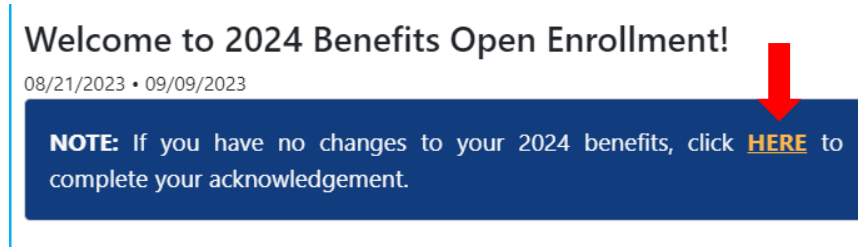


**Note:** To review your current benefits statement, click on the “**Current year benefits**” icon on the top left corner of the workbook.



**If you have NO changes to your 2024 benefits, follow the steps below:**

1. click "HERE"



2. Acknowledge your benefits by clicking on the **blue** acknowledgment button at the bottom of the workbook.

**EMPLOYEE ACKNOWLEDGMENT  
2024 BENEFITS**

"I, Mary Evans, verify that the information in this electronic enrollment is truthful and accurately reflects my benefit elections for 2024."  
*Click the button below to digitally acknowledge benefits.*



3. When acknowledgement is submitted you will see a confirmation date of when it was completed, as shown below.

**EMPLOYEE ACKNOWLEDGMENT  
2024 BENEFITS**

"I, Mary Evans, verify that the information in this electronic enrollment is truthful and accurately reflects my benefit elections for 2024."  
You acknowledged benefits on August 22nd, 2023

4. You will receive an email to your CCPS email account once your benefits have been acknowledged, which includes a PDF summary of your 2024 benefit election.

**If you HAVE changes to your 2024 benefits, follow the steps below:**

1. **Review Dependents & Beneficiaries:**

- If you want to add a dependent/beneficiary click on **Add Person**, enter dependent/beneficiary information and click **Update**.
  - **Note:** to remove or edit beneficiary/dependent information, please contact the Benefits Office at [Benefits@collierschools.com](mailto:Benefits@collierschools.com).

\* NOTE: Age values are calculated as of 01/01/2022

First	Middle	Last	DoB	Age
Mary		Evans		0

Changes cannot be made to existing records in the **My People** section. If there is an error please email [benefits@collierschools.com](mailto:benefits@collierschools.com) for assistance.

## 2. Selecting Benefits:

- The benefits showing on your workbook are your 2023 benefits.
- There are 13 benefits to review. To change the benefit click **Change**. If not making changes click **No, Continue**.

### Medical

Employee 01-01-2022 - 12-31-2022

**CUSTOM** **Allegiance**  
(855) 333-1012  
<https://www.askallegiance.com/ccps>

[Product Info](#) [Medical Card](#)

Question 1 of 13

Would you like to change this benefit

[Change](#) [No, Continue](#)

- If changing the benefits, **Select a Product** and click **Next**.
  - **Note:** The products available to choose from are based on the people listed in the dependent and beneficiary section. Follow the steps outlined earlier to add a new person, if needed. **(This applies to Medical, Dental and Vision)**

**Select a Product**

Employee  
 Employee + Spouse  
 Declined Coverage

[Cancel](#) [Next](#)

- Select your dependent and click **Apply**.

Employee + Spouse 01-01-2022 - 12-31-2022

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**CUSTOM** **Allegiance**

\$363.90/pay (20 pays)  
\$7,278.00/year

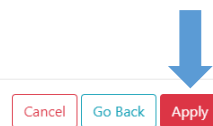
☎ (855) 333-1012  
<https://www.askallegiance.com/ccps>

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Dependents: Spouse only

John Evans, Spouse (62)

**Product requires spouse dependent.**



### 3. Adding/Changing beneficiaries:

- When selecting a product that requires a beneficiary, select your primary and contingent (if applicable) beneficiaries, choose designation amount and click **Apply**.
  - **Note:** If selecting one beneficiary, designation must be 100%. If selecting more than one beneficiary, make sure percentage designation amounts adds up to 100%.

District Provided Life and AD&D Insurance 01-01-2022 - 12-31-2022

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Coverage: \$30,000 **The Standard**

☎ 800-378-2395  
<https://www.standard.com/individual>

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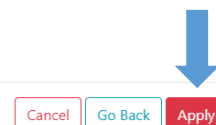
Beneficiaries:

Carol Evans, Daughter  
 (Primary) [v] (100%)

Brian Evans, Son  
 (Primary) [v] (100%)

John Evans, Spouse  
 (Primary) [v] (100%)

**This product requires at least one primary beneficiary.**



### 4. Evidence of Insurability (EOI):

- If the product requires Evidence of Insurability (EOI) or additional carrier approval, you will see two elections:
  1. The first election (left column) will default to the election you had prior to requesting a change.

2. The second election (right column) is the pended election that requires EOI or carrier approval.

- Select your beneficiaries and click **Apply**.

Declined Coverage 01-01-2022 - 12-31-2022

The Standard  
800-378-2395  
<https://www.standard.com/individual>

Voluntary Term Life and AD&D Employee 01-01-2022 - 12-31-2022

Pending

Coverage: \$100,000

The Standard  
800-378-2395  
<https://www.standard.com/individual>

Beneficiaries:

Carol Evans, Daughter  
(Primary) 100%

Brian Evans, Son  
(Primary) 100%

John Evans, Spouse  
(Primary) 100%

This product requires at least one primary beneficiary.

## 5. Acknowledging Elections

- Once all benefits have been selected, click on the **blue** acknowledgment button at the bottom of the workbook.

### EMPLOYEE ACKNOWLEDGMENT 2024 BENEFITS

"I, Mary Evans, verify that the information in this electronic enrollment is truthful and accurately reflects my benefit elections for 2024."  
Click the button below to digitally acknowledge benefits.

Mary Evans  
EIN # 2001104857  
Date: 22 Aug 2023

- When acknowledgement is submitted you will see a confirmation date of when it was completed, as shown below.

### EMPLOYEE ACKNOWLEDGMENT 2024 BENEFITS

"I, Mary Evans, verify that the information in this electronic enrollment is truthful and accurately reflects my benefit elections for 2024."  
You acknowledged benefits on August 22nd, 2023

- You will receive an email to your CCPS email account once your benefits have been acknowledged, which includes a PDF summary of your 2024 benefit election.

**For any additions, cancellations or changes to the Worksite Products—Accident, Critical Illness, Hospital, Universal Life—you must schedule a telephonic appointment with an enroller.**

**To schedule an appointment go to <https://www.usenrollmentservices.com/employer/ccpsappointments/>.**

Benefits & Wellness Office

239-377-0340

[Benefits@collierschools.com](mailto:Benefits@collierschools.com)