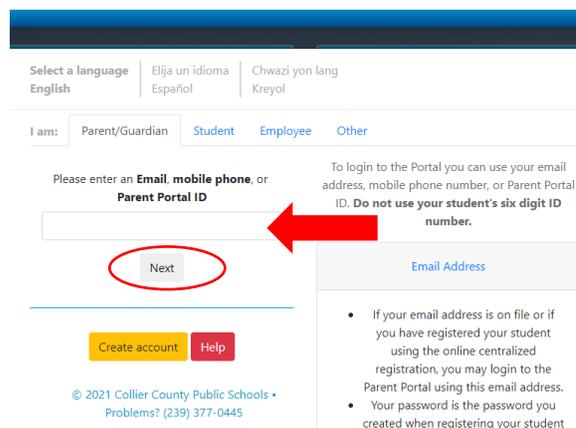


Accessing the CCPS Portal

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****
4. Click Next.
5. Log in using your CCPS network username and password.



Select a language | English | Elijá un idioma | Español | Chwazi yon lang | Kreyòl

I am: Parent/Guardian | **Student** | Employee | Other

Please enter an **Email, mobile phone, or Parent Portal ID**

To login to the Portal you can use your email address, mobile phone number, or Parent Portal ID. **Do not use your student's six digit ID number.**

Next

Create account | Help

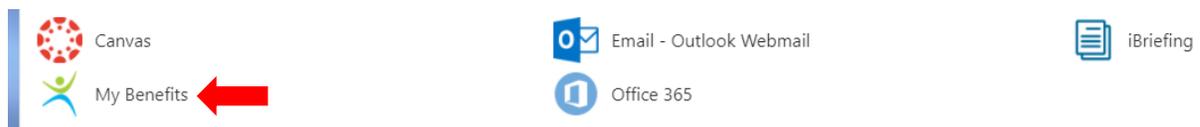
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Email Address

- If your email address is on file or if you have registered your student using the online centralized registration, you may login to the Parent Portal using this email address.
- Your password is the password you created when registering your student

Starting Your Self-Enrollment

Click on “My Benefits”



If you have **NO** changes to your 2023 benefits, follow the steps below:

1. click “HERE”

Welcome to 2023 Benefits Open Enrollment!

08/02/2022 • 10/31/2022

NOTE: If you have no changes to your 2023 benefits, click **[HERE](#)** to complete your acknowledgement.

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

EMPLOYEE ACKNOWLEDGMENT 2023 BENEFITS

"I, Mary Evans, verify that the information in this electronic enrollment is truthful and accurately reflects my benefit elections for 2023."
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 2023 BENEFITS

"I, Mary Evans, verify that the information in this electronic enrollment is truthful and accurately reflects my benefit elections for 2023."
You acknowledged benefits on Sep 6th, 2022

4. You will receive an email to your CCPS email account once your benefits have been acknowledged, which includes a PDF summary of your 2023 benefit election.

If you HAVE changes to your 2023 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.

* 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 for assistance.

2. Selecting Benefits:

- The benefits showing on your workbook are your 2022 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

CUSTOM **Allegiance**
\$363.90/pay (20 pays)
\$7,278.00/year
(855) 333-1012
<https://www.askallegiance.com/ccps>

Dependents: Spouse only
 John Evans, Spouse (62)

Product requires spouse dependent.

Cancel Go Back Apply

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 add up to 100%.

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

Coverage: \$30,000 **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.



Cancel Go Back **Apply**

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**.

Cancel Go Back **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.

Cancel Go Back **Apply**

5. Acknowledging Elections

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

EMPLOYEE ACKNOWLEDGMENT 2023 BENEFITS

"I, Mary Evans, verify that the information in this electronic enrollment is truthful and accurately reflects my benefit elections for 2023."

Click the button below to digitally acknowledge benefits.



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

EMPLOYEE ACKNOWLEDGMENT 2023 BENEFITS

"I, Mary Evans, verify that the information in this electronic enrollment is truthful and accurately reflects my benefit elections for 2023."

You acknowledged benefits on Sep 6th, 2022

- You will receive an email to your CCPS email account once your benefits have been acknowledged, which includes a PDF summary of your 2023 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