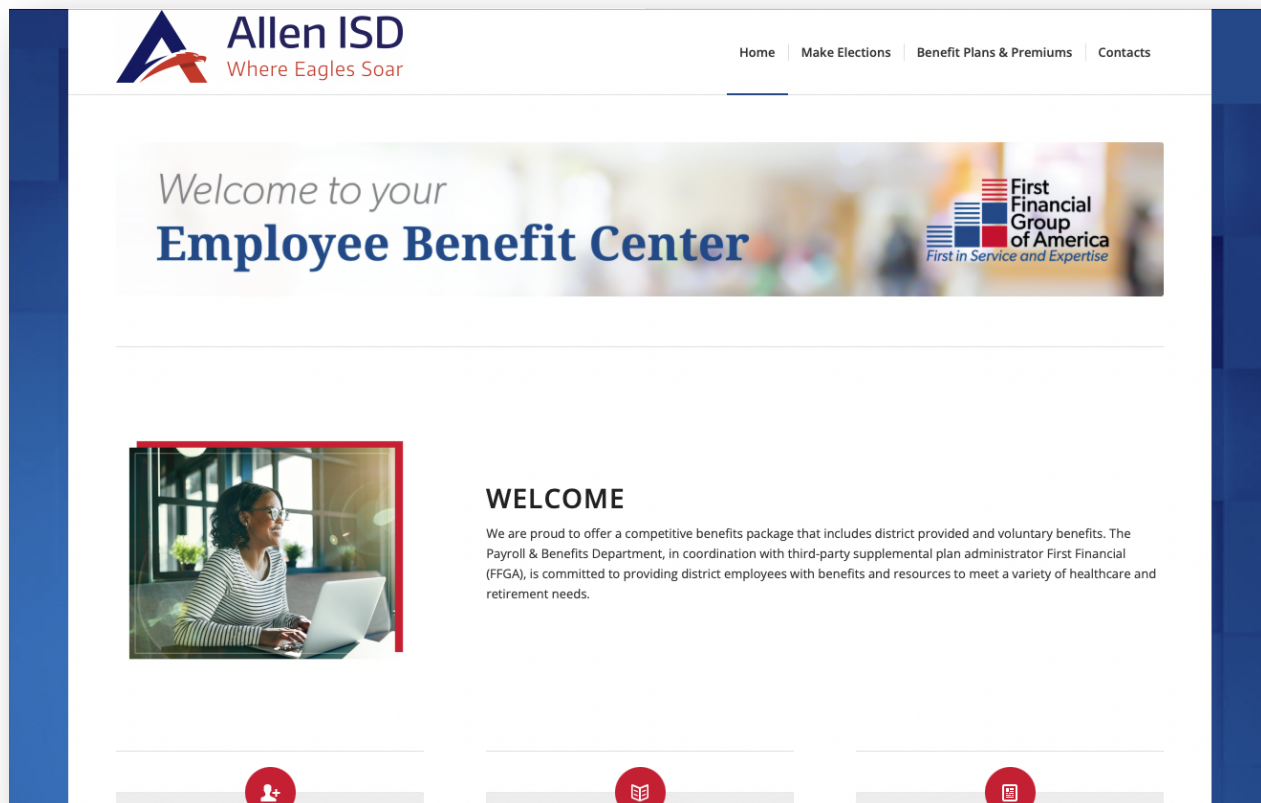Welcome to FFenroll! Follow the easy steps below to make your benefit(s) selections online.

If you experience technical difficulty or have trouble during your enrollment, please call our Enrollment Solutions Help Desk at (855) 523-8422 Monday through Friday, 7 a.m. to 5 p.m. Central time.

For coverage eligibility questions, contact your benefits office.

Navigating to the Employee Benefit Center

1. Go to https://benefits.ffga.com/allenisd.

2. On your Employee Benefits Center website, click on Make Elections > View my coverage from the menu at the top of the page.
3. Scroll down and select the red View Coverage button to go to the enrollment website.
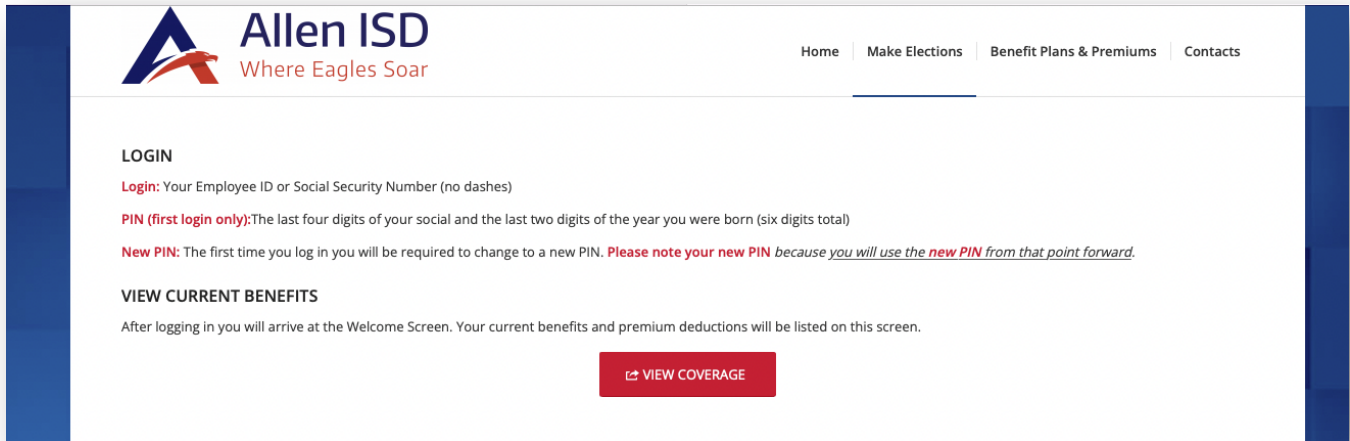
FFenroll Enrollment Site

4. Login:
   - Employee ID
     o The Employee ID is either your Employee ID, Social Security Number or your Network Login ID.
   - PIN
     o Your Personal Identification Number (PIN) is the last 4 digits of your SSN and the last 2 digits of the year you were born (this should be a 6-digit number).
     o Please note: Your PIN may be required on some applications as your electronic signature.
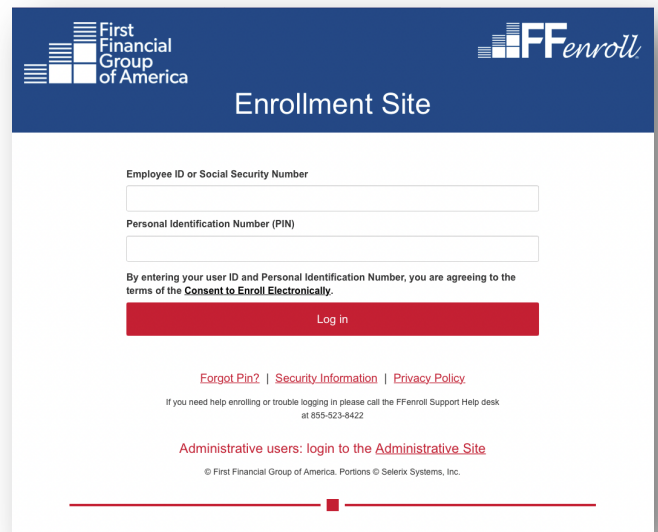
5. Begin Enrollment
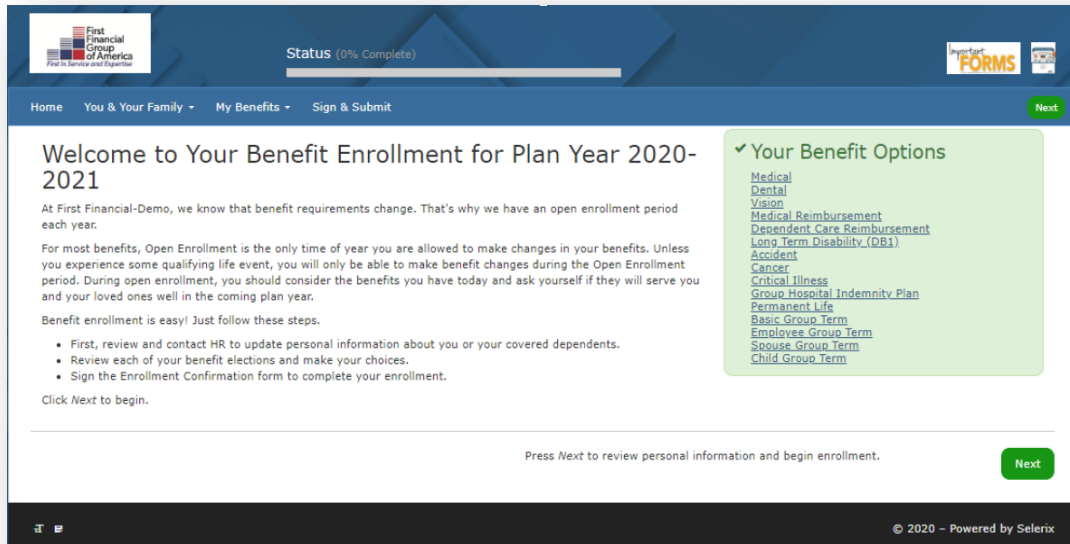   - You will arrive at the Welcome Screen. Use the Next and Back buttons to navigate through the website.
   - View plan information: Click on the Important Forms/Forms icon at the top right-hand side of the page to access various product brochures and learn more about each plan.
   - Click Next to begin enrollment.

6. Review Dependents and Personal Information
   - Personal Information
     - Before you begin, click on the tab "You and Your Family" to review your personal information. If any personal information needs to be updated, please contact your HR Department. NOTE: The email address entered here will be used for all electronic correspondence.
   - Dependent Information - *Due to the Affordable Care Act, you will need to enter dependent information even if you do not plan to cover them on your benefit options.*
     - To add dependents not listed, click on the (+) sign button.
     - Enter requested data for the dependent including Legal Name and Middle Initial as it appears on the Social Security Card.
     - If any information appears incorrect for dependents already listed, click on the pencil to edit the dependent information.
     - Click Save.
     - Continue the process until all dependents are entered.
     - When finished, click Next.
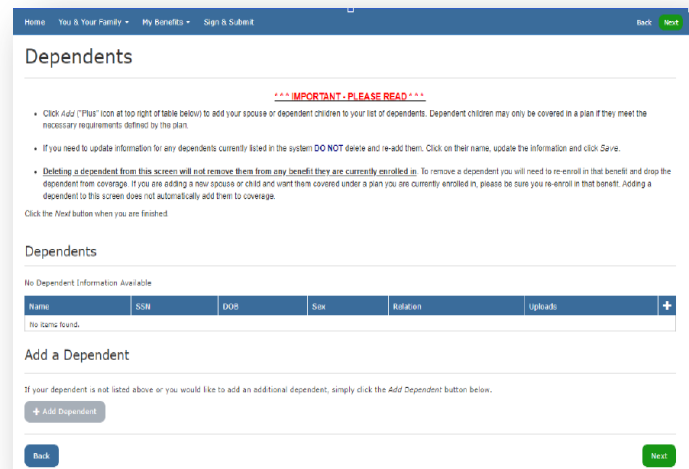
7. Benefit Summary
   - The My Benefits screen provides a list of your current benefit elections and allows you to keep or edit benefits without the need to review each plan.
     NOTE: You may not need to review all benefits, however certain benefits will require your review.
   - Scroll down the screen to quickly enroll in your elections by clicking either Keep Existing Election or Edit this Selection.

8. Adding Plans
   - To enroll in a benefit that you do not currently have, click on Edit this Election and then proceed with the application process.

9. Changing/Dropping Plans

- To change a benefit that you are currently enrolled in, click on Edit this Election. This will take you to the application screen. Click the unlock button to either enroll in or drop a benefit plan. Continue through the application process until the desired changes are complete.

10. No Change to Your Current Enrollment

- Click on Keep Existing Election for a plan you do not want to change, and your election will remain the same.

11. Carry-Over Elections

- Some benefits will automatically carry over from the previous year's election. If you wish to make a change to one of these benefit plans, click on Edit this Election.

12. Non-Qualified Plans

- Some plans require you to elect another benefit in order to become eligible for that plan. If adding dependents, they must be listed on Demographics.

13. Beneficiary Updates

- If the plan indicates No beneficiary on file, click on Edit this Election to update your beneficiary. You will need to update the beneficiary.

14. Sign Forms Page

- Review the Benefit Confirmation /Deduction Authorization Form for plan enrollment and premium confirmation. Upon verifying accuracy of the form, sign and submit the benefit selections at the bottom of the page.

Sign Forms Page

First Financial

Benefit Confirmation / Deduction Authorization High School

Name		Date of Birth	Home Phone	Work Phone		Address
JOHN JACKSON		05/05/1985	(281) 447-8111			123 MAIN
Employee ID	Hire/Elig Date	Gender	E-mail Address			ANYTOWN, TX 77777
98435	06/30/2016	M	test@ffga.com			

Location	Department	Reason for Completing Form
High School	Staff	
Job Class	Title	
Full-Time	TEACHER	

Benefit Plan	Option	Cvg	Ded Cycle	Effective Date	Benefit Amount	Requested Benefit	Cost	Employee Cost Pre-tax	After-tax	Employer Cost
Medical	Medical HMO	ES	12	06/01/2016				200.00	0.00	225.00
Dental	Dental Low Plan	ES	12	08/01/2016				0.00	46.00	0.00
Medical Reimbursement	FFGA Health Flex Account	FA	12	07/18/2016	595			102.00	0.00	0.00
Basic Group Term	Basic Life with ADD	EO	12	08/01/2016	10,000			0.00	0.00	1.50
Employee Group Term	Dropped									

Your screen will either have the "Sign Form" button

or a field to enter your PIN.

Employee: By clicking the *Sign Form* button, I am electronically signing the form listed above.

Sign Form

OR

	Total:	302.00	46.00	226.50

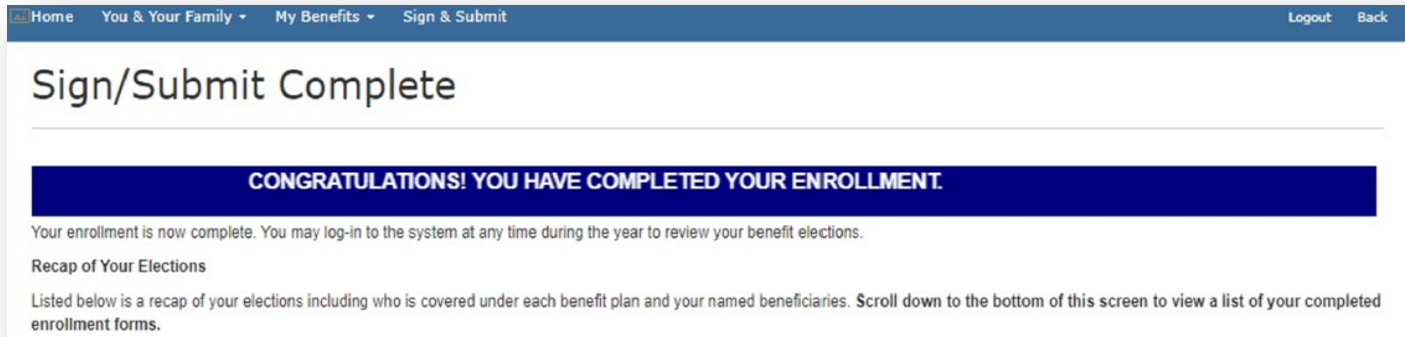Page 1 of 2   rev. 04-11-2007

Download Form   Page 1 ▼

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.

PIN: [   ]   **Sign Form**

15. Sign/Submit Complete

- Your enrollment is complete. Please note that you are not finished until you see "CONGRATULATIONS!"
- Review your benefits selections.
- You can log in and make changes anytime during open enrollment by going to https://ffga.beneselect.com/enroll.

16. Print/Save and Logout

- You can print or save a copy of your enrollment confirmation and other applications by clicking on Enrollment Confirmation at the bottom of the page.
- Click Logout.

Congratulations your enrollment is complete!

QUESTIONS?

- Technical Assistance:
    - If you experience technical difficulty or have trouble maneuvering through the enrollment process, please call the FFGA Enrollment Solutions Help Desk line at (855) 523-8422 Monday through Friday from 7 a.m. to 5 p.m. Central time or email ffenroll@ffga.com.
- Online Enrollment Assistance:
    - For questions about benefit plans, premiums, contact your dedicated First Financial Account Representative.