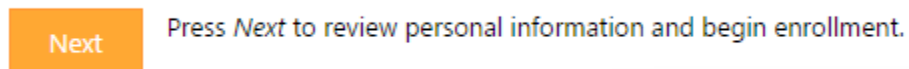




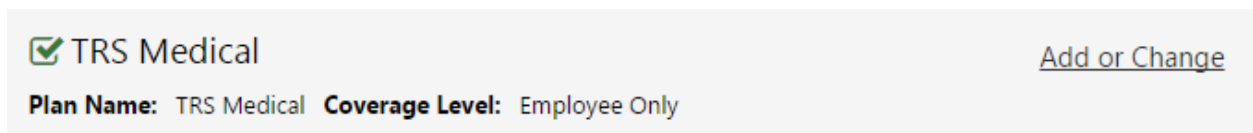
This is the HOME screen to DECLINE benefits.

Login is your full SSN - **your employee ID will NOT work!**

You will hit the "NEXT" button to move through the screens.



When you reach the screen that says "My Benefits", you need to hit Add or Change to Decline medical.



You must Sign and Submit your declination in order to be complete. When it asks for your PIN to sign your election, it is the same PIN you used to sign in (the last 4 of your SSN + the last 2 of your birth year). *

You will receive a Congratulations! when you are done.

Congratulations!

To enroll in medical, please contact Johnna Durham @ jdurham@coppellisd.com or 214-496-6028.