

Welcome to Optavise!

Your new Employee Benefits Supersite!

[www.mybensite.com/desertsands](http://www.mybensite.com/desertsands)



**DESERT SANDS**  
UNIFIED SCHOOL DISTRICT

## Step 1: Know Your Benefit Options

We believe that employees are our greatest resource. We offer a competitive benefit package for you and your family, and the support system to help you make great decisions.

Review your Optavise Benefits Supersite and know your options:

- ▷ Benefit summaries
- ▷ Side-by-side comparisons
- ▷ Insurance carrier information
- ▷ Member service information
- ▷ Provider search directories
- ▷ Forms and plan documents

## Step 2: Benefit Shopping

Click **Enroll Now** to shop and elect benefits:

- ▷ Step-by-step enrollment guidance
- ▷ Cost per paycheck is displayed for each benefit elected
- ▷ Add and manage covered dependents
- ▷ Update beneficiaries
- ▷ Review and submit final elections
- ▷ Print your Benefit Confirmation Statement (BCS) for your records

## New Member Login

**Create Account:** Verify employee last name, date of birth and last 4 digits of Social Security Number.

**Email:** An email address is required. If you do not have one, click on the Gmail or Yahoo links to establish a free email account. Your email becomes your username.

**Password:** Create and confirm your password to complete registration.

*New Members*  
Create Your Benefit Account

Last Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	<input type="text"/>	Last four (4) of SSN	<input type="text"/>
Email	<input type="text"/>		
Create Password	<input type="password"/>	Confirm Password	<input type="password"/>

I have read and accept the [Employee Usage Agreement and Website Use Terms and Conditions.](#)

[Employee Registration](#)

## Existing Member Login

In the Employee Login section, enter your email address and password, then check the box to agree to website terms and conditions.

*Employee Login*  
Access Your Employee Benefits

<input type="text" value="diaz@gmail.com"/>	<input type="text"/>
<input type="password"/>	<input type="password"/>

I have read and accept the [Employee Usage Agreement and Website Use Terms and Conditions.](#)

[Employee Login](#)

[Forgot Password](#)

# WHEN CAN I ENROLL?

## New Hires

You must enroll during your new hire eligibility window.

- ▶ Employees hired on the **1<sup>st</sup> to 15<sup>th</sup>** of the month, your benefit effective date is the **1<sup>st</sup> of the next month** from your date of hire.
- ▶ Employees hired on the **16<sup>th</sup> to end of the month**, your benefit effective date is the **1<sup>st</sup> of the following month** from your date of hire.
- ▶ You will have **30 days from the Board Approval effective date** to complete your enrollment.

## Qualifying Events

If you experience a “Qualifying Event,” such as marriage, birth, adoption, loss of other coverage, etc., you must request the appropriate changes through the Optavise Benefits Supersite within **30 calendar** days of the event.

For the “Qualifying Event” and/or dependent documentation (if required), you will need to submit the required documentation within **30 calendar** days of the “Qualifying Event.”

## Open Enrollment

You may enroll and make changes through the Optavise Benefits Supersite during the annual open enrollment window. Once open enrollment has closed, you may not make any changes to your benefit elections unless you experience a qualifying event.

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