



Employee Self Service My Benefits

This document is being provided for training purposes and is subject to further edits, corrections and/or modifications.

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Dependents and Beneficiaries Coverage – Quick Guide

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click the My Benefits dropdown
- Choose the Dependent/Beneficiary Coverage link

Dependent/Beneficiary Info – Quick Guide

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click the My Benefits dropdown
- Choose the Dependent/Beneficiary Info link

Health Care Dependent Summary – Quick Guide

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click the My Benefits dropdown
- Choose the Health Care Dependent Summary link

Insurance Beneficiary Summary – Quick Guide

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click the My Benefits dropdown
- Choose the Insurance Beneficiary Summary link

Savings Beneficiary Summary – Quick Guide

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click the My Benefits dropdown
- Choose the Savings Beneficiary Summary link

Benefits Summary - Quick Guide

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click the My Benefits dropdown
- Choose the Benefits Summary

Health Care Summary - Quick Guide

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click the My Benefits dropdown
- Choose the Health Care Summary link

Life Insurance Summary - Quick Guide

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click the My Benefits dropdown
- Choose the Life Insurance Summary link

My Total Rewards - Quick Guide

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click the My Benefits dropdown
- Choose the My Total Rewards link

Savings Summary - Quick Guide

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click the My Benefits dropdown
- Choose the Savings Summary link

Savings Contributions Summary - Quick Guide

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click the My Benefits dropdown
- Choose the Savings Contributions Summary link

Flexible Spending Accounts - Quick Guide

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click the My Benefits dropdown
- Choose the Flexible Spending Accounts link

Life Events - Quick Guide

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click the My Benefits dropdown
- Choose the Life Events link

Document Upload - Quick Guide

Navigation

- Log into MyFSCJ with your FSCJ logon ID and password
- Click the My Benefits dropdown
- Choose the Document Upload link

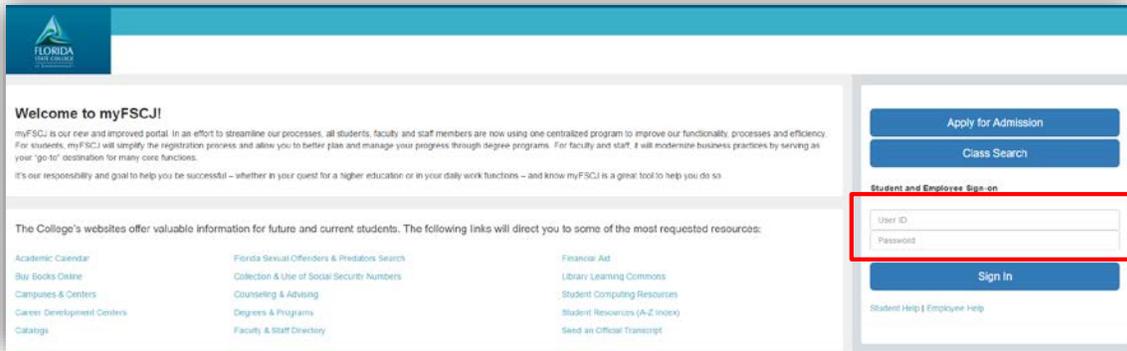
Benefits Enrollment - Quick Guide

Navigation

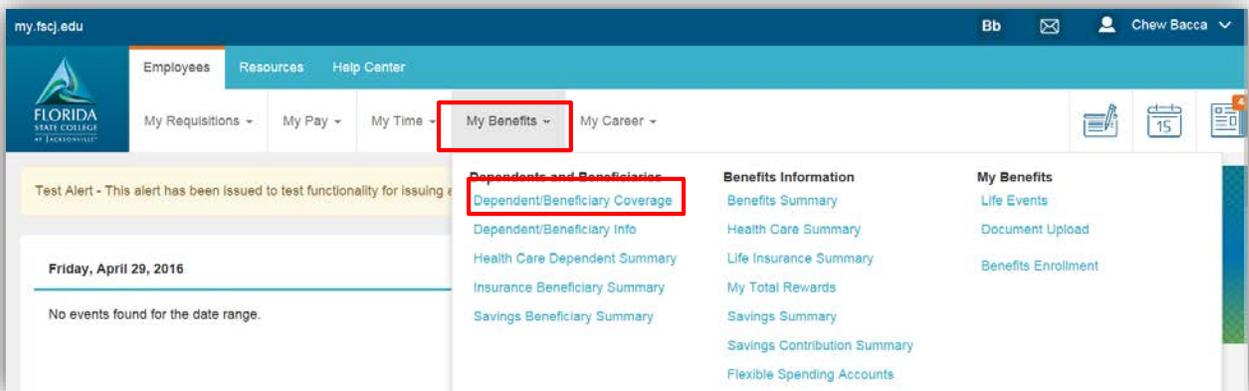
- Log into MyFSCJ with your FSCJ logon ID and password
- Click the My Benefits dropdown
- Choose the Benefits Enrollment link

Dependent/Beneficiary Coverage - Detailed Guide

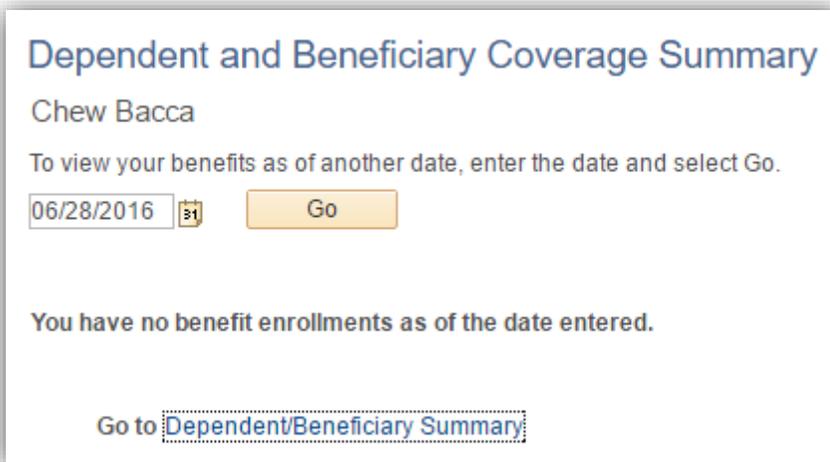
Log into MyFSCJ using your FSCJ logon ID and password



Select the My Benefits dropdown and choose the Dependent/Beneficiary Coverage link to view a summary of coverage

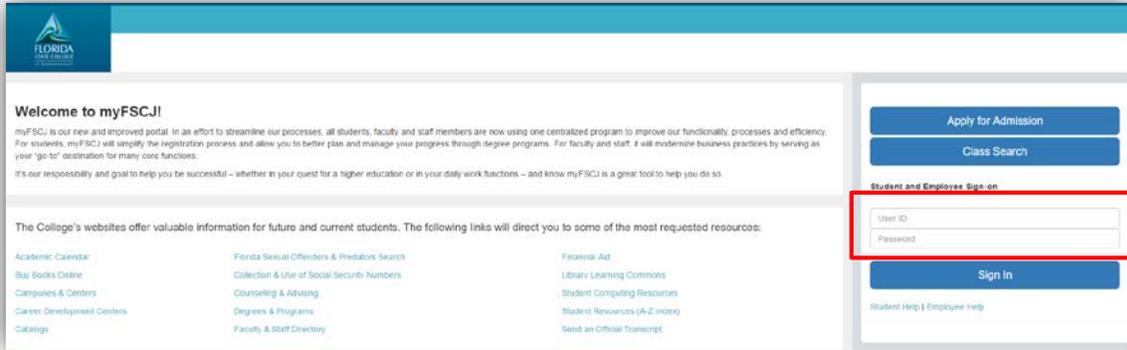


A summary of coverage, if any, will be displayed here

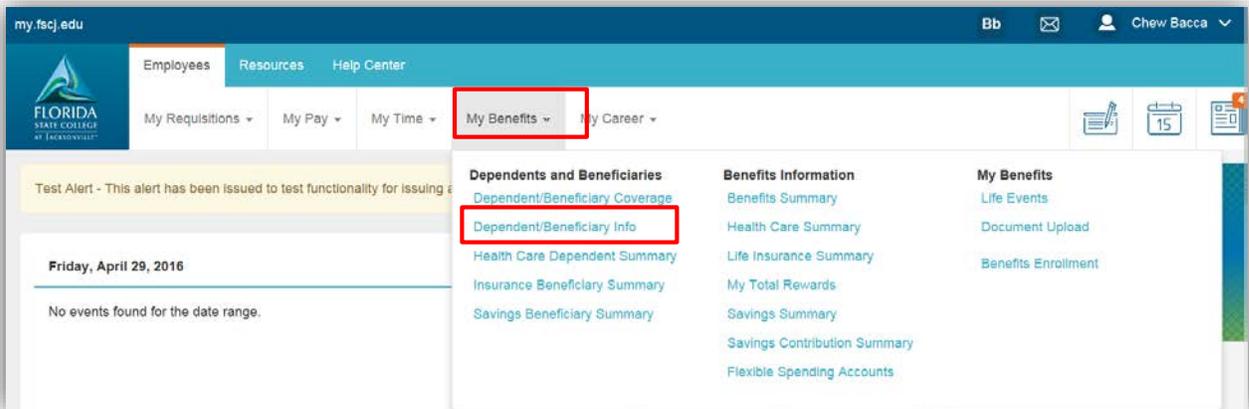


Dependent/Beneficiary Info - Detailed Guide

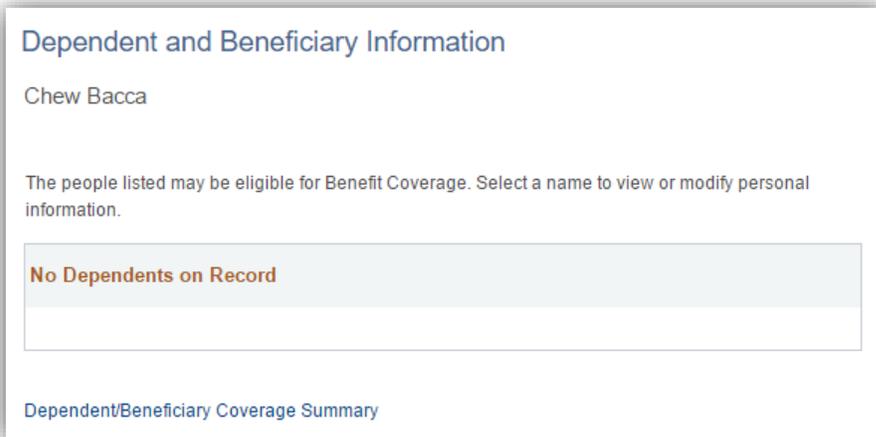
Log into MyFSCJ using your FSCJ logon ID and password



Select the My Benefits dropdown and choose the Dependent/Beneficiary Info link

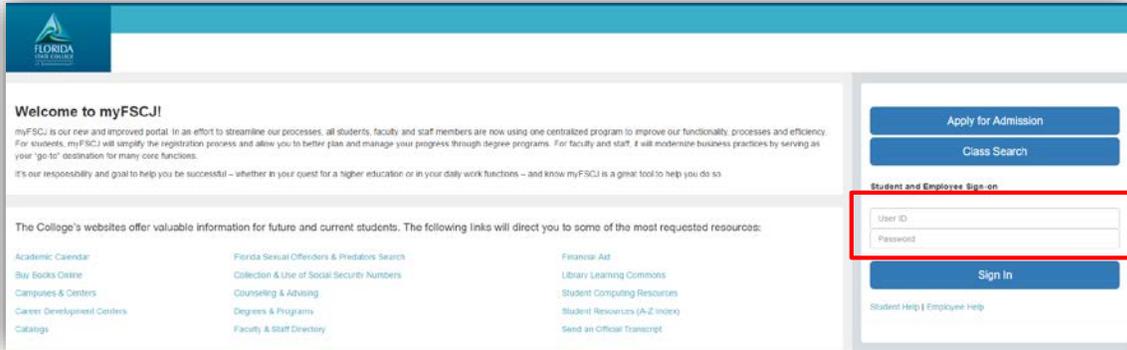


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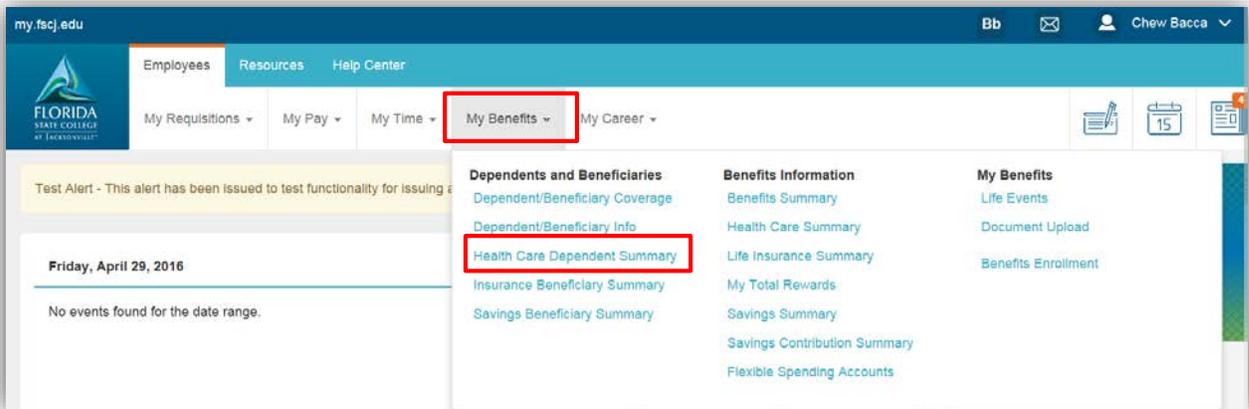


Health Care Dependent Summary – Detailed Guide

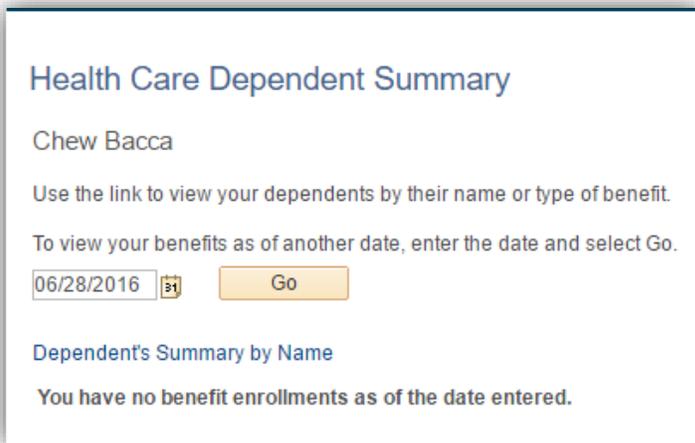
Log into MyFSCJ using your FSCJ logon ID and password



Select the My Benefits dropdown and choose the Health Care Dependent Summary link

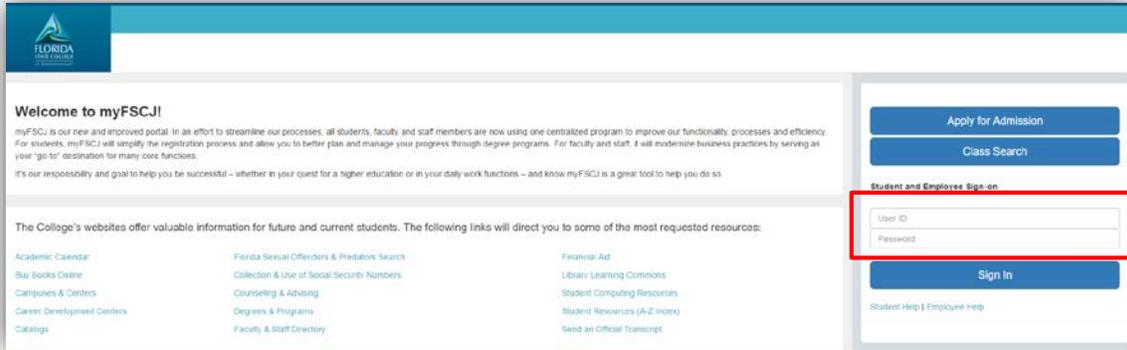


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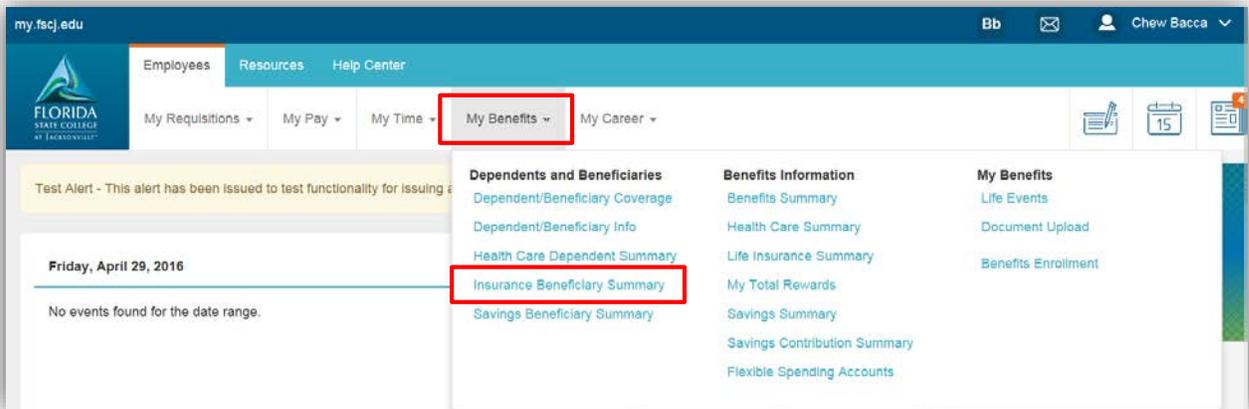


Insurance Beneficiary Summary - Detailed Guide

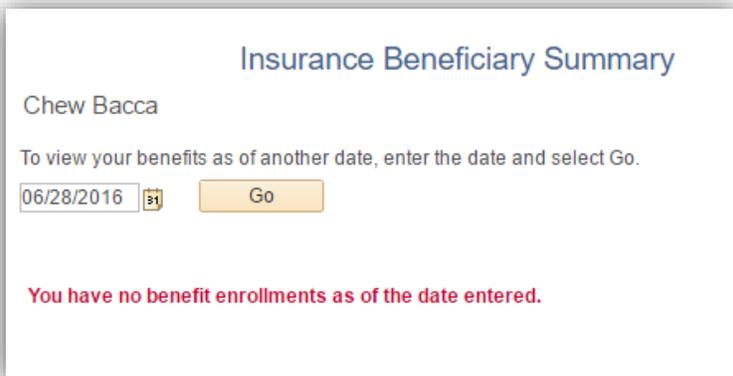
Log into MyFSCJ using your FSCJ logon ID and password



Select the My Benefits dropdown and choose the Insurance Beneficiary Summary link

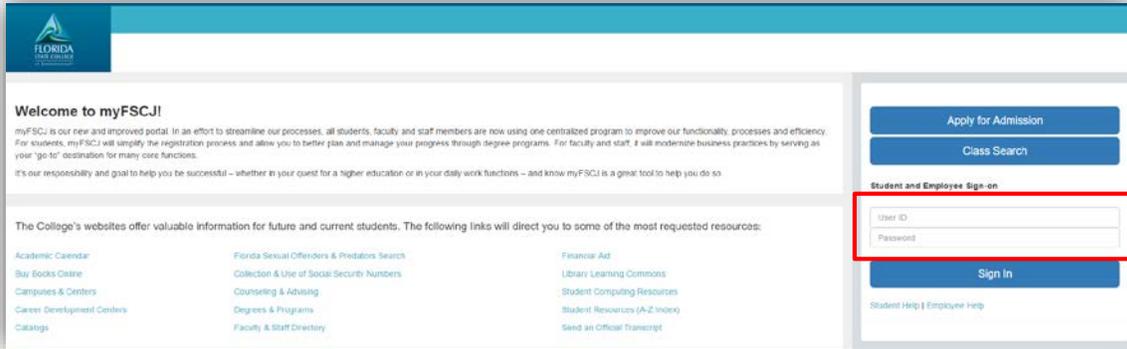


Any Information will display here

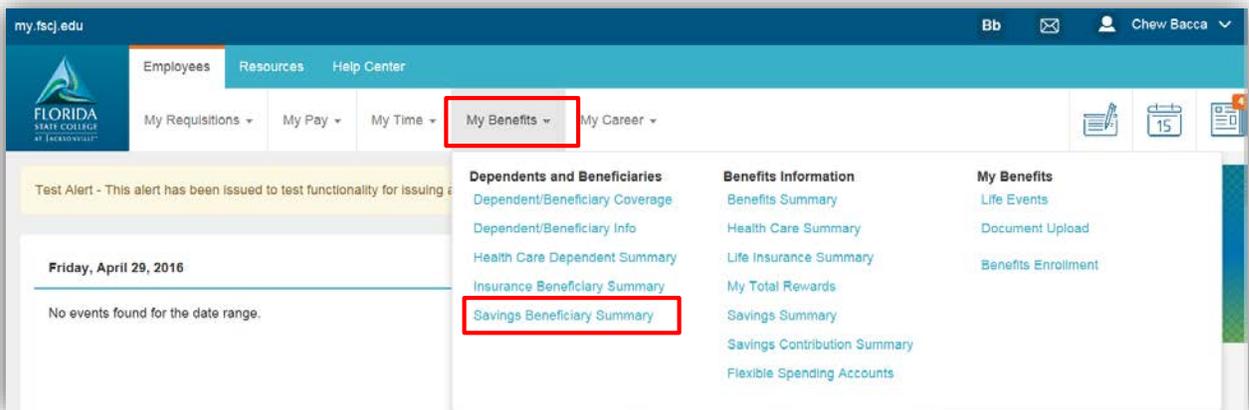


Savings Beneficiary Summary – Detailed Guide

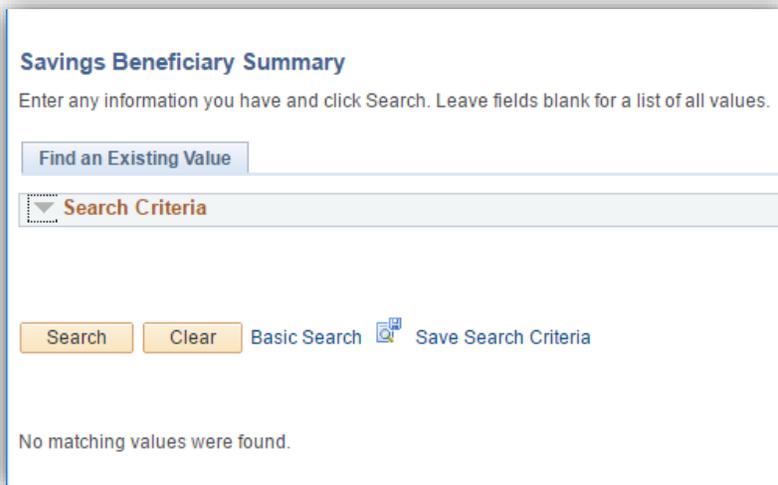
Log into MyFSCJ_ using your FSCJ logon ID and password



Select the My Benefits dropdown and choose the Savings Beneficiary Summary link

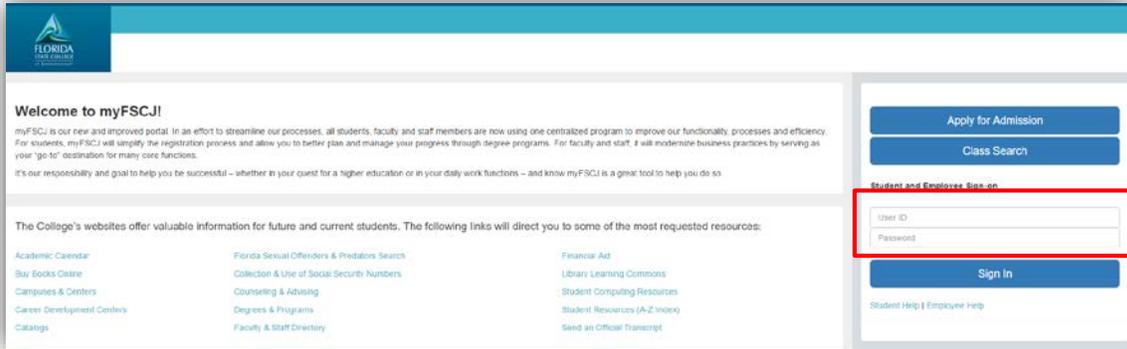


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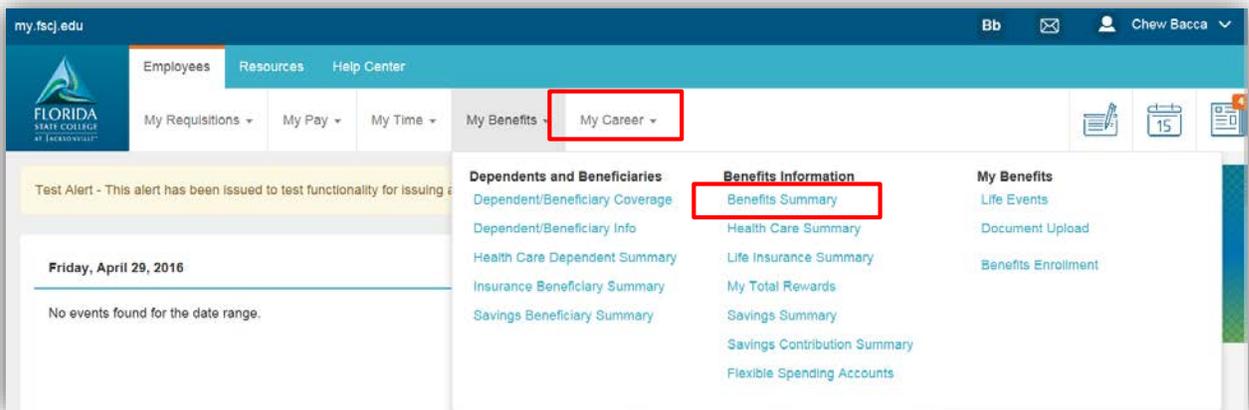


Benefits Summary - Detailed Guide

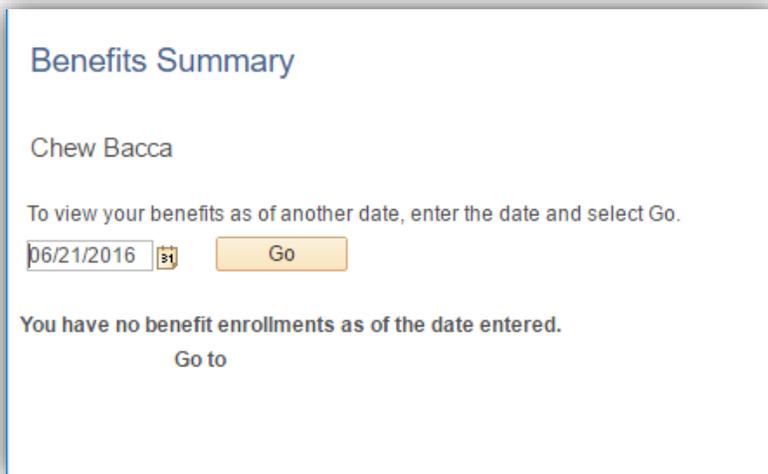
Log into MyFSCJ_ using your FSCJ logon ID and password



Select the My Benefits dropdown and choose the Benefits Summary link

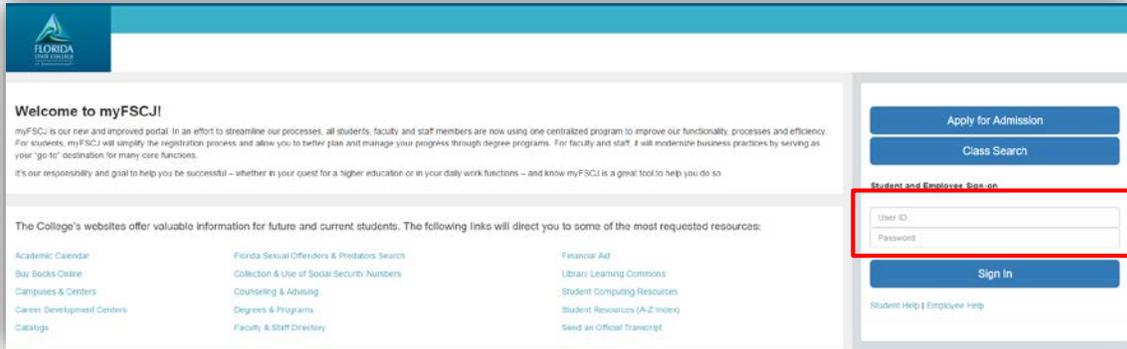


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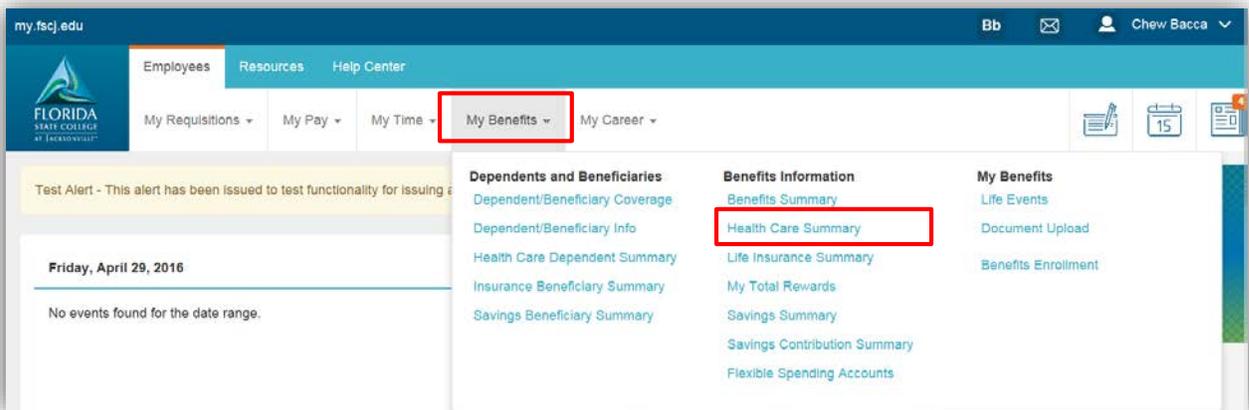


Health Care Summary – Detailed Guide

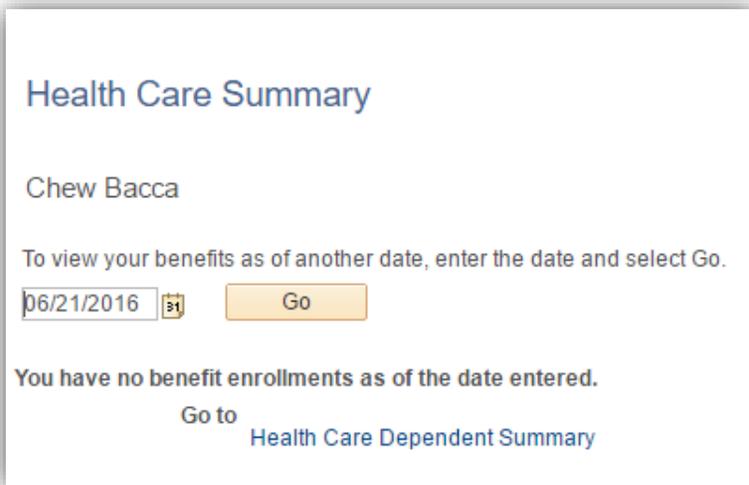
Log into MyFSCJ_ using your FSCJ logon ID and password



Select the My Benefits dropdown and choose the Health Care Summary link

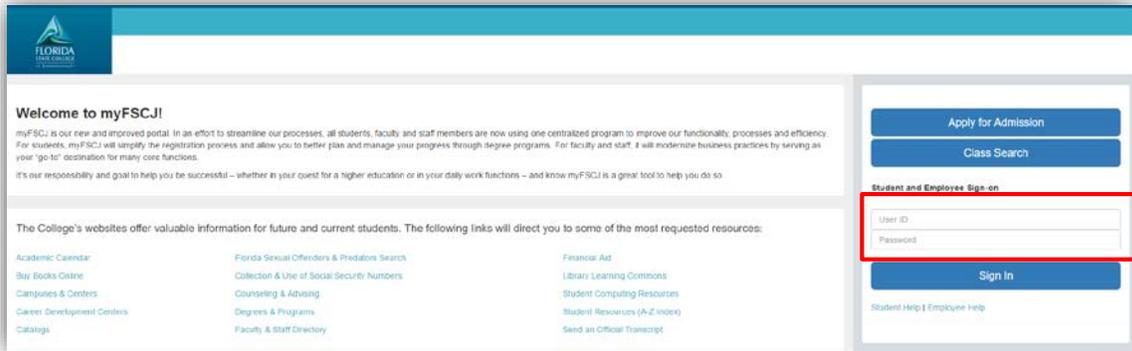


Any information will display here

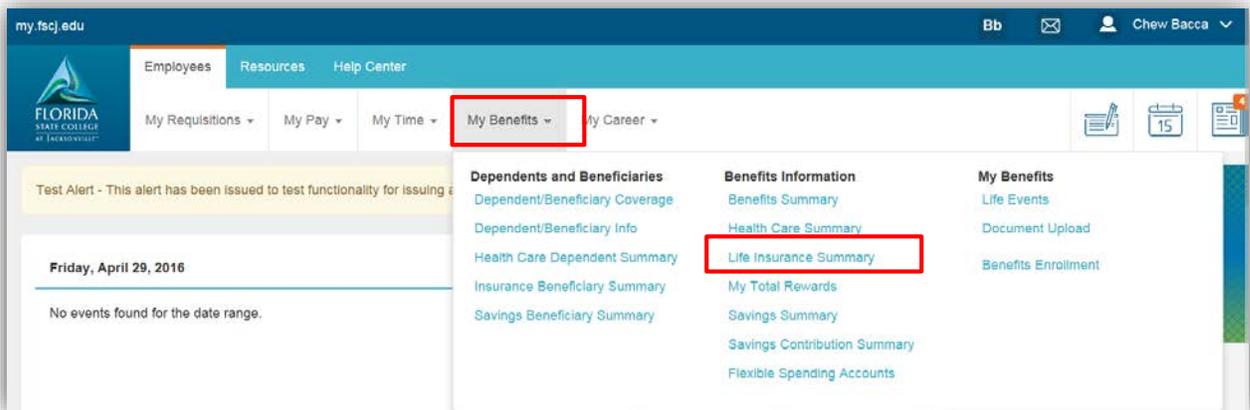


Life Insurance Summary – Detailed Guide

Log into MyFSCJ_ using your FSCJ logon ID and password

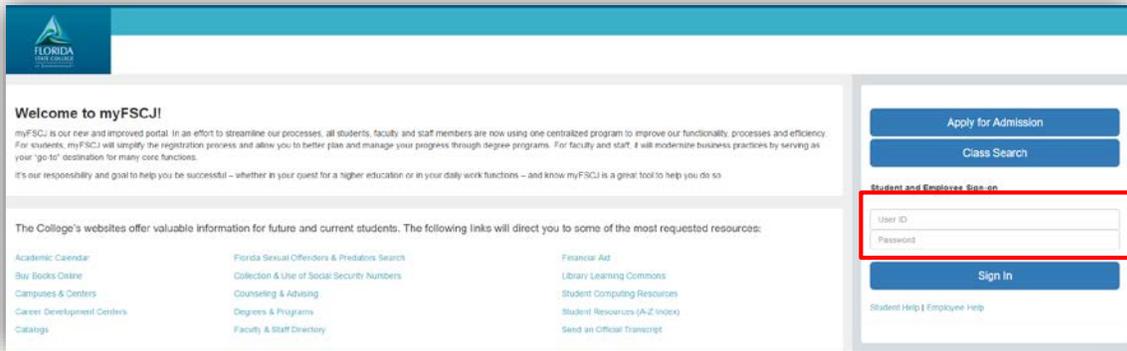


Select the My Benefits dropdown and Choose the Life Insurance Summary link

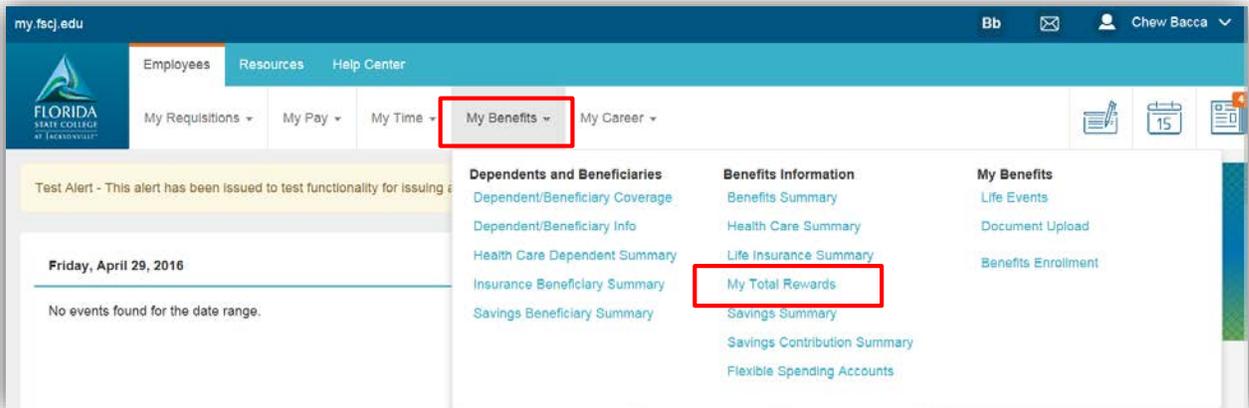


My Total Rewards - Detailed Guide

Log into MyFSCJ using your FSCJ logon ID and password

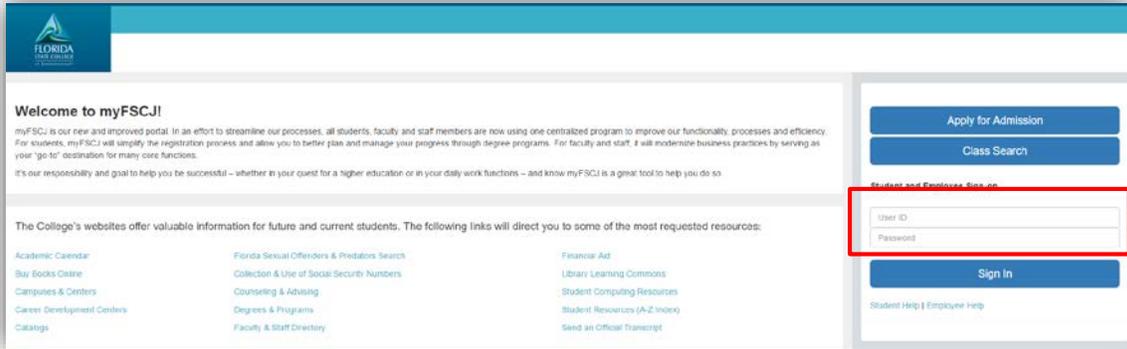


Select the My Benefits dropdown and choose the My Total Rewards link

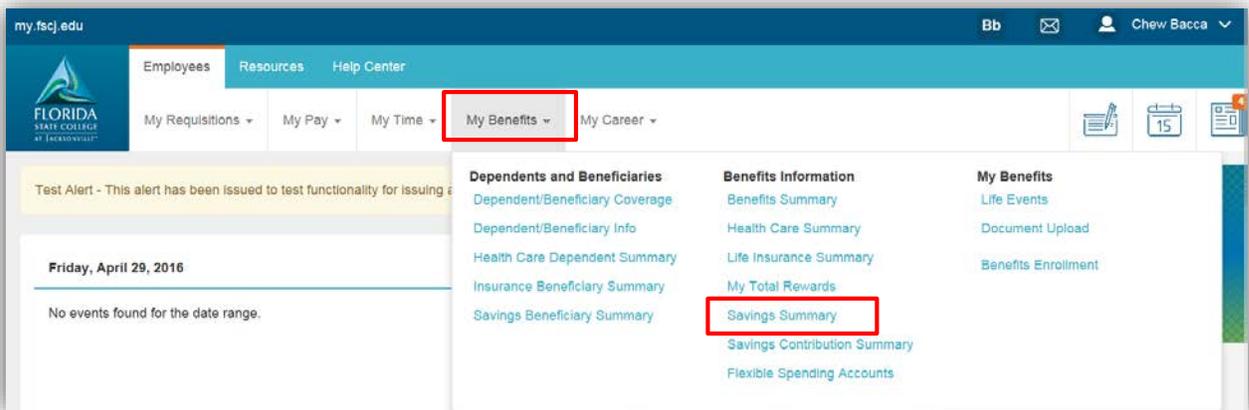


Savings Summary - Detailed Guide

Log into MyFSCJ using your FSCJ logon ID and password

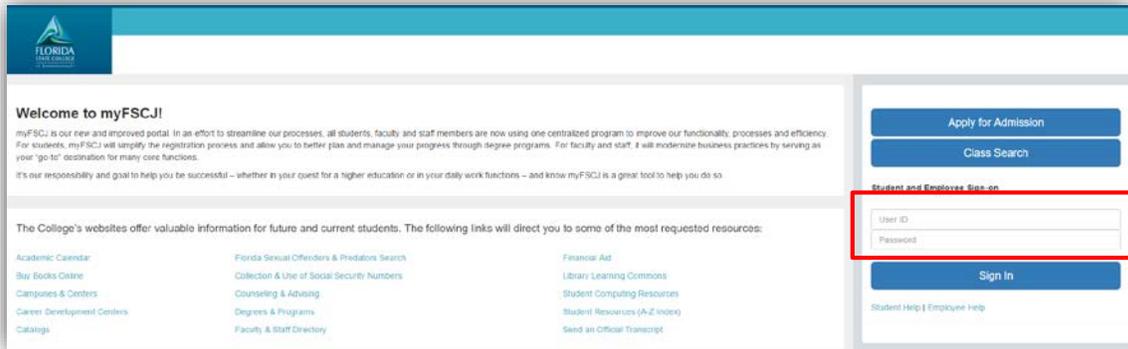


Select the My Benefits dropdown and choose the Savings Summary link

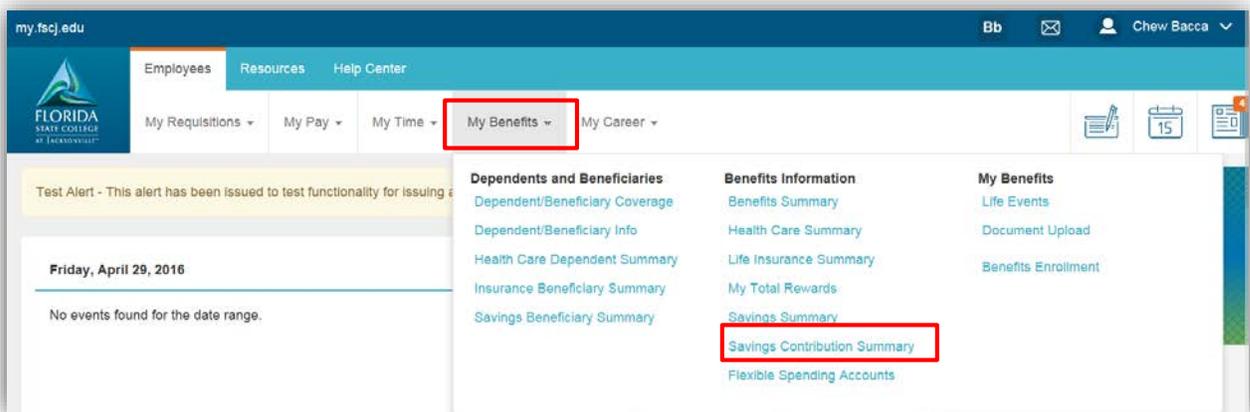


Savings Contribution Summary - Detailed Guide

Log into MyFSCJ_ using your FSCJ logon ID and password

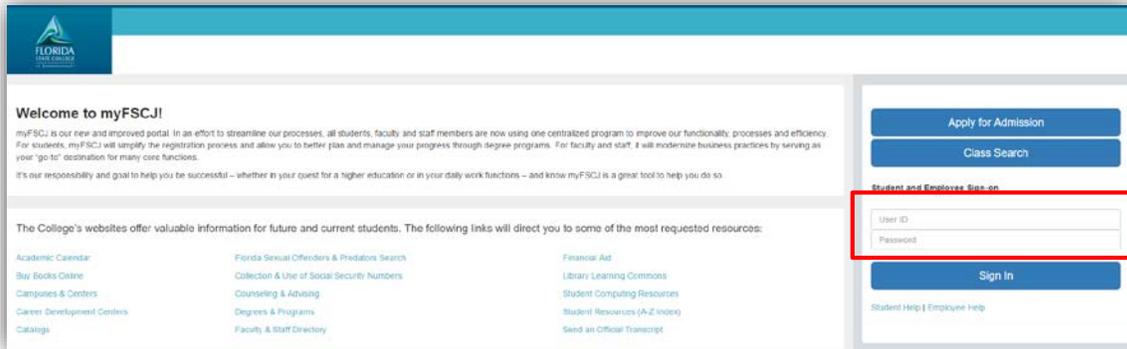


Select the My Benefits dropdown and choose the Savings Contribution Summary

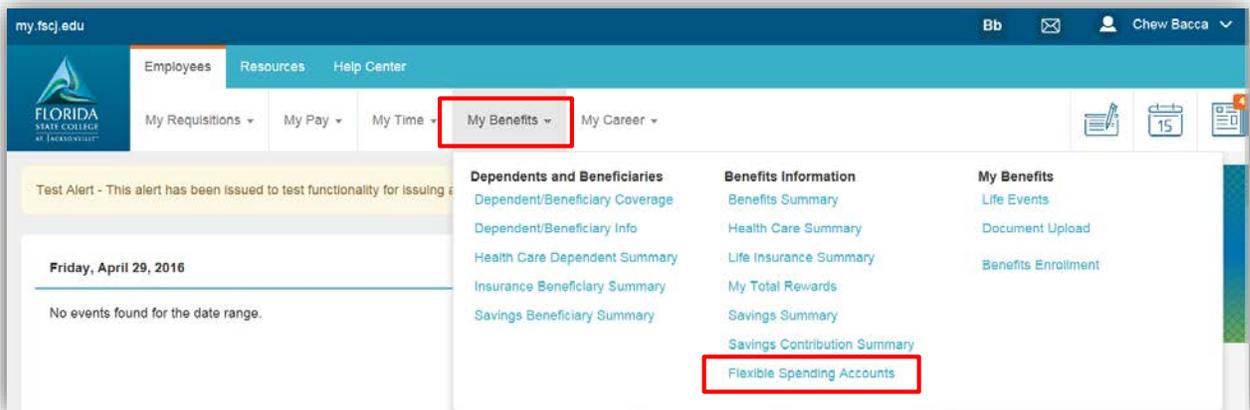


Flexible Spending Accounts – Detailed Guide

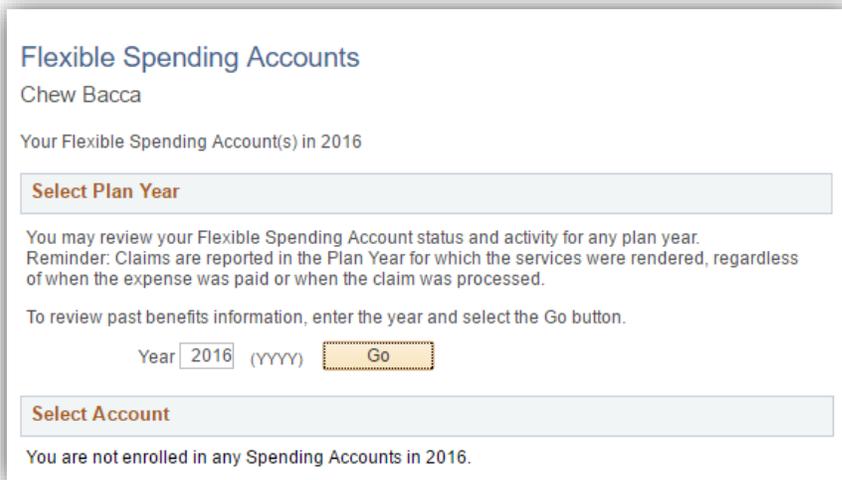
Log into MyFSCJ using your FSCJ logon ID and password



Select the My Benefits dropdown and choose the Flexible Spending Account

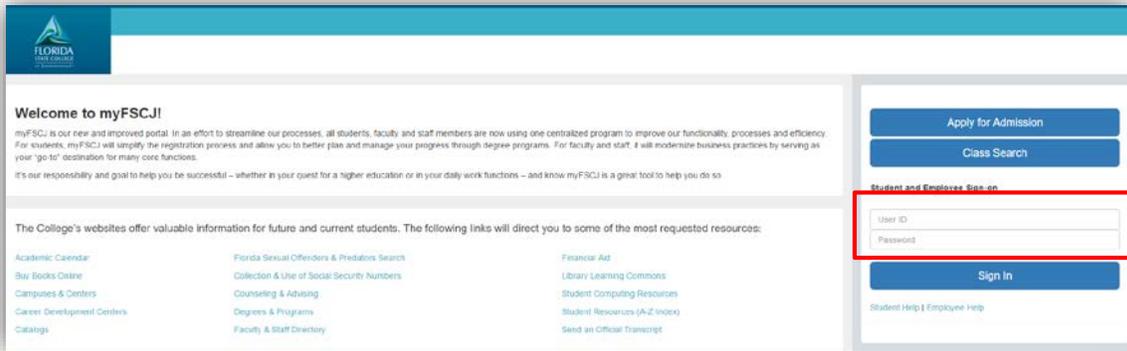


Any information will display here. You may also review past benefits.

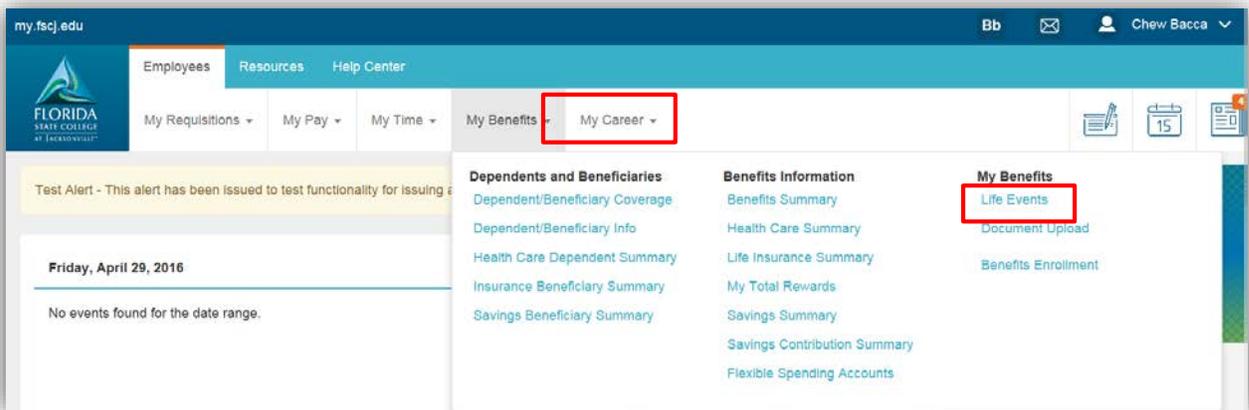


Life Events – Detailed Guide

Log into MyFSCJ using your FSCJ logon ID and password



Select the My Benefits dropdown and choose the Life Events Link



Pick the event from the list and click Continue My Life Event

Life Events

Select Your Event

There are some events that involve you as the Employee or your family members.

Review the choices and select the appropriate event. Then enter the date of your event.

Employee

- I got married...(event in progress)
- I have a new domestic partner
- I had a baby
- I adopted a child
- I got divorced
- I have legally separated
- My spouse/partner/child has lost/gained coverage
- My spouse or dependent has passed away

Continue my Life Event

Follow the prompts and click next or click continue later to complete the process at another time.

eBenefits

Life Events

Legend

- * Welcome
- * Marital Status
- * Document Upload
- Benefit Summary
- Personal Information
- Dependent and Beneficiary
- Benefit Enrollment
- Benefit Election Review
- Event Completion and Exit

FSCJ Marriage Event

◀ Previous **Next ▶** Cancel **Continue Later**

Help | Personalize Page

Self Service Event for Marriage

Chew Bacca

A marital status change is a good time to reconsider your health care coverage, tax withholdings, and other important information.

This guide will take you through all the steps necessary to ensure that your personal profile and benefits are updated to reflect this event in your life.

Review the choices and select the appropriate event

Life Events

Select Your Event

There are some events that involve you as the Employee or your family members.

Review the choices and select the appropriate event. Then enter the date of your event.

Employee

- I got married
- I have a new domestic partner
- I had a baby
- I adopted a child
- I got divorced
- I have legally separated
- My spouse/partner/child has lost/gained coverage
- My spouse or dependent has passed away

Enter the Date the Change Will Take Effect

Change Status Date Help

Change Status Date

Enter the date the event occurred, then select the OK button. The life event must be completed within 30 days of your qualifying event or you will not be eligible to change your benefit. Otherwise you will be required to wait until next annual open enrollment to make changes.

Status Change Date

*Date Change Will Take Effect 

You will be directed to a Self Service page based on your life event. This will take you through all the steps necessary to ensure your profile and benefits are updated to reflect this event in your life.

eBenefits FSCJ Marriage Event

Life Events Legend

- Welcome
- Marital Status
- Document Upload**
- Benefit Summary
- Personal Information
- Dependent and Beneficiary
- Benefit Enrollment
- Benefit Election Review
- Event Completion and Exit

Marital Status Change
Chew Bacca

Fill in the following information and select the **Submit** button. This form must be completed within 30 days of your marriage date (or 30 days of your divorce date) or you will not be eligible to change your benefit elections for this family status change event.

*Date Change Will Take Effect 06/21/2016

Current Marital Status Married

*Change Marital Status To Married

* Required Field

Submit

Document Upload – Detailed Guide

Log into MyFSCJ using your FSCJ logon ID and password

Welcome to myFSCJ!

myFSCJ is our new and improved portal. In an effort to streamline our processes, all students, faculty and staff members are now using one centralized program to improve our functionality, processes and efficiency. For students, myFSCJ will simplify the registration process and allow you to better plan and manage your progress through degree programs. For faculty and staff, it will modernize business practices by serving as your "go-to" destination for many core functions. It's our responsibility and goal to help you be successful – whether in your quest for a higher education or in your daily work functions – and know myFSCJ is a great tool to help you do so.

The College's websites offer valuable information for future and current students. The following links will direct you to some of the most requested resources:

- Academic Calendar
- Buy Books Online
- Campuses & Centers
- Career Development Centers
- Catalogs
- Florida Sexual Offenders & Predators Search
- Collection & Use of Social Security Numbers
- Counseling & Advising
- Degrees & Programs
- Faculty & Staff Directory
- Financial Aid
- Library Learning Commons
- Student Computing Resources
- Student Resources (A-Z Index)
- Send an Official Transcript

Student and Employee Sign on

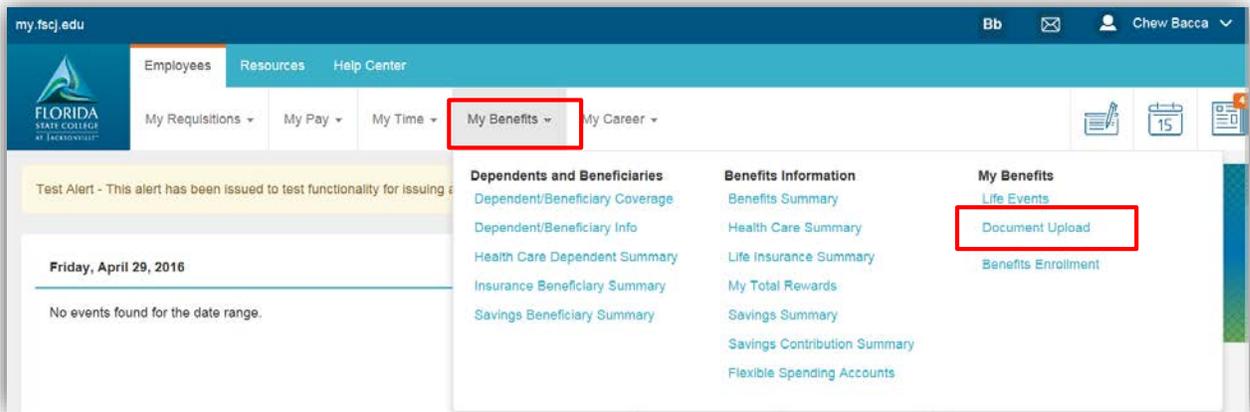
User ID

Password

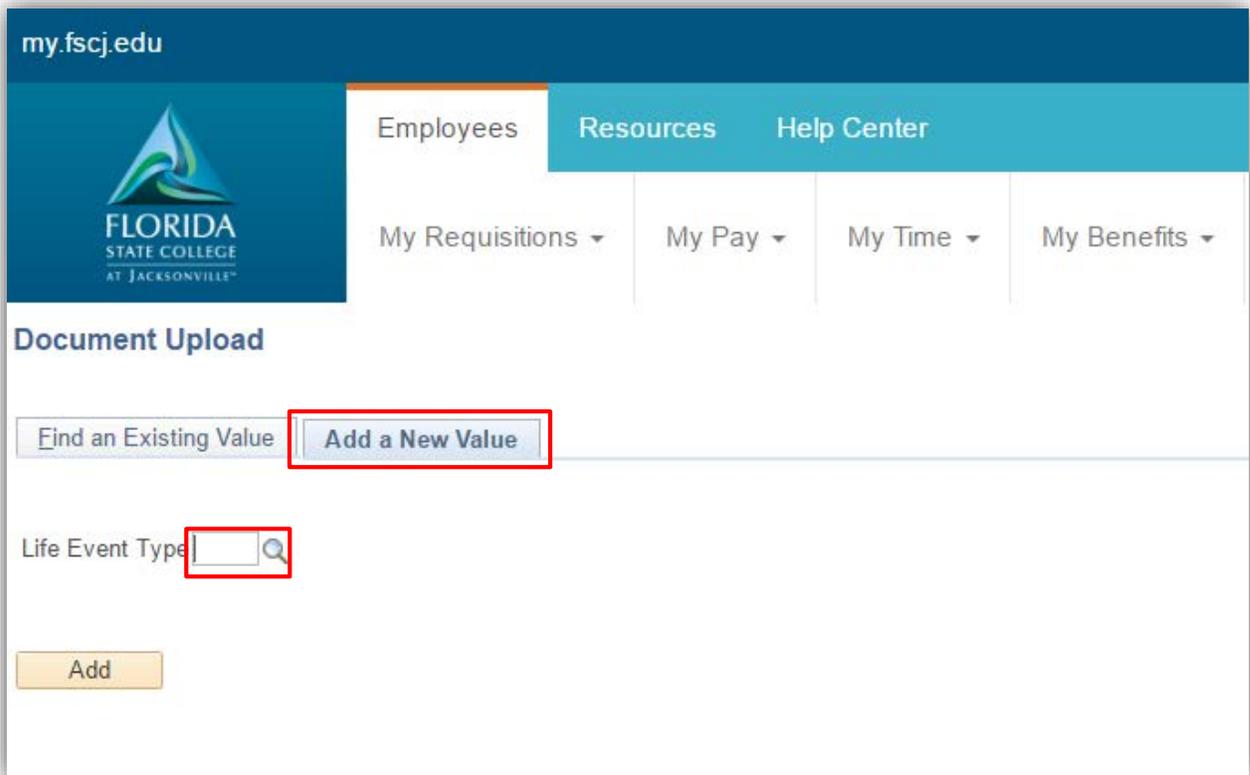
Sign In

Student Help | Employee Help

Select the My Benefits dropdown and choose the Document Upload link (This link will be used to upload life event documents – e.g., Marriage license)



To upload a document for an existing life event, choose Find an Existing Value. If the document to be uploaded is for something else, choose add a new value. (In this example we will use Add a New Value) then click on the magnifying glass to choose the life event type



Look Up Life Event Type

Search by: Life Event Type ▾ begins with

Look Up **Cancel** [Advanced Lookup](#)

Search Results

View 100 First ◀ 1-7 of 7 ▶ Last

Life Event Type	Description
A	Adoption
B	Birth
D	Divorce
F	Family Status Chg
L	Legal Separation
M	Marriage
P	Partner

You will be prompted to submit the required documents

Life Events - Document Upload

▼ **Instructions**

You are required to submit the document(s) listed here. Select the Add Attachment button, enter a description of your document and upload the document.

▼ **Life Event Documents**

Marriage Certificate	
<input type="text"/>	

Add Attachment **Add Note**

Enter a Subject Description then click Add Attachment

Document Definition - New Attachment

Instructions

You have chosen to enter a new attachment.

Selection Criteria

Description Marriage Certificate

*Subject Marriage License

Attachment

Add Attachment

Save

Go To [Life Events - Document Upload](#)

Choose your file and click upload

File Attachment

Choose File Doc1.docx

Upload Cancel

Save your document and you will receive the following confirmation. You can click on the subject to view the document.

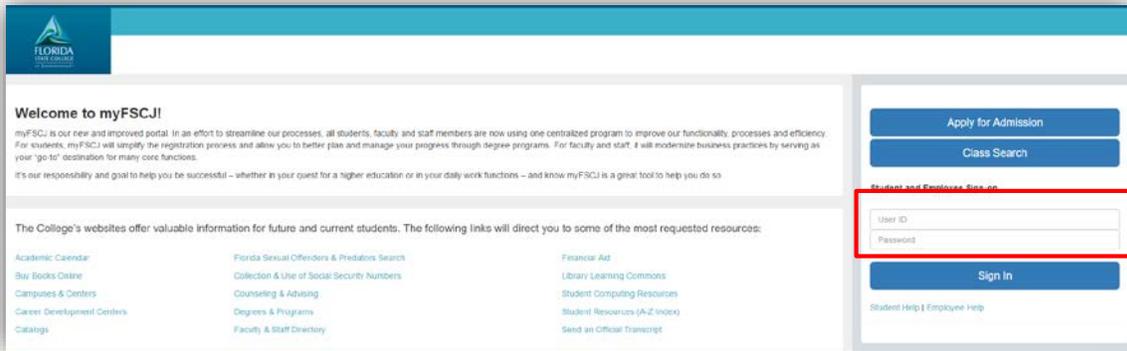
Attachments Personalize | Find | First 1-2 of 2 Last

Select	Sequence	Created	Author	Entry ID	Subject	Status
<input type="checkbox"/>	1	06/21/2016 1:15PM	Chew Bacca	Marriage Certificate	Marriage Certificate	Deleted
<input type="checkbox"/>	2	06/21/2016 1:26PM	Chew Bacca	Marriage Certificate	Marriage License	Submitted

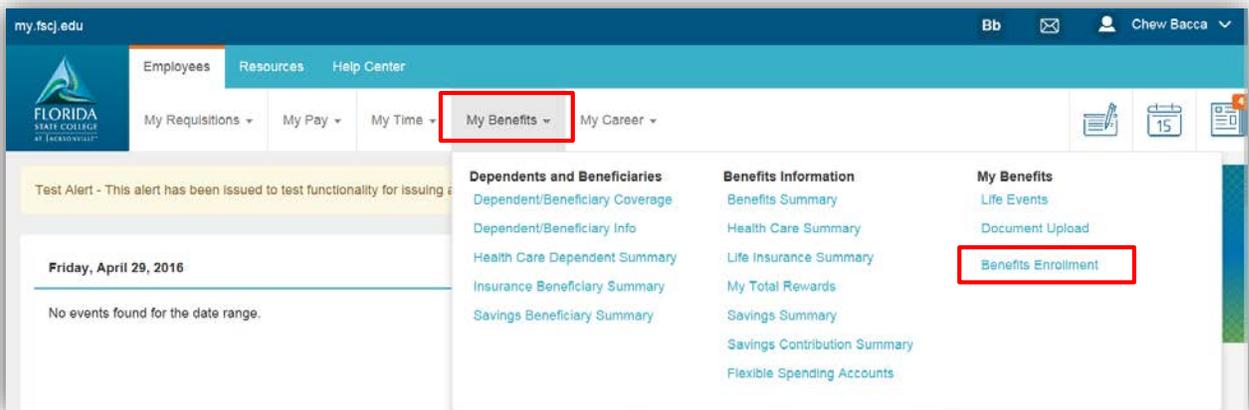
Select All Deselect All
Delete

Benefits Enrollment – Detailed Guide

Log into MyFSCJ using your FSCJ logon ID and password



Select the My Benefits dropdown and choose the Benefits Enrollment link



You will be taken to the following screen

Benefits Enrollment

Chew Bacca

After your initial enrollment, the only time you may change your benefit choices is during open enrollment or a qualified family status change.

The Information icon provides you with additional information about your enrollment.

The Select button next to an event means it is currently open for enrollment.

Use the **Select** button to begin your enrollment.

Note: Some events may be temporarily closed until you have completed enrollment for a prior event.

You do not have an open benefits enrollment.

Contact the Benefits Department if you have any questions.