PlanSource New Hire Enrollment Instructions

SJC Benefits Fax**:** 904.209.2414 |Direct: 904.209.0635, #4 | Email: bccbenefits@sjcfl.us

Plan Source is the employee self-service, online portal for employees to enroll in all benefit plans. Once logged in, you will be able to see benefits offered to you and compare cost.

Log In to Plan Source
WEBSITE = https://benefits.plansource.com/?sjc
USER NAME = First initial of your first name, first six letters of your last name and last four of your social security number. (Ex. jsmith0000)
TEMPORARY PASSWORD = Date of Birth in following format: YYYYMMDD (Example: 19830714)

From the Plan Source home page: Click on "Get Started".
Note: All new employees eligible for benefits will have 60 days from date of hire to complete the enrollment process.

Step 1: Your Info
In this step you will review, verify, and if necessary, update your personal information. You will only be allowed to update the information allowed by your administrator. (**The * indicates a required field).** Save and/or Next to move to Step 2.

Step 2: Your Dependents
In this step you will add your current dependents information. All eligible dependents that you plan to include in your benefit elections need to be added in this step. To add a dependent select "Add Family Member", complete all fields, save and continue for each family member you wish to add**.** Next to move to Step 3

Step 3: Shop for Benefits
In this step you will make all of your benefit elections. To make a benefit election, click directly on one of the following: Shop Plans, Review & Confirm. Available option(s) will be shown under each Plan. Make your plan selection by clicking on "View Plan".   If you elect coverage with family members, make sure under "Family Covered" all members (eligible for coverage) have a check mark (✓) next to their name.   Once selection has been made click "Update Cart". Proceed through all eligible benefits.

Note: Notices and Agreements are just that, no election is required but you are required to acknowledge receipt of all notices and agreements with your electronic signature.

Review and update Beneficiaries if necessary.

Review and Checkout: Review your updated elections.

Check out / Send by Email / Review: Your To-Do List

Step 4: Documents
In this step you will upload any supporting documents. For a list of required documents please review the Employee Benefit Guide (https://ec.sjcfl.us/home/Benefits). If you are unable to upload your document(s), you can fax to 904.209.2414 or email them to BCCBenefits@sjcfl.us