

**AUGUSTA COUNTY
PUBLIC SCHOOLS**

Benefits Department
www.augusta.k12.va.us/benefits



Newly hired benefits eligible employees elect coverage options on-line using PlanSource. Enrolling is a quick, easy process. For existing employees, all qualified benefit changes can be entered online by the employee.

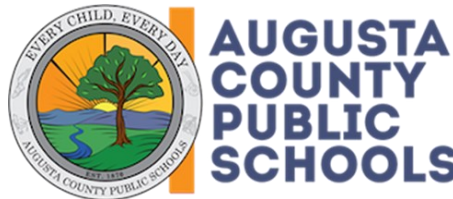
The PlanSource system may be accessed 24 hours a day, 7 days a week from any computer with internet capabilities.

PlanSource Web Address:

<https://benefits.plansource.com/>

Plansource

Online Benefits Enrollment Instructions



18 Government Center Lane
PO Box 960
Verona, VA 24482

Phone: 540-245-5126
Fax: 540-245-5115
Email: payroll@augusta.k12.va.us

Log-in Instructions

ENROLLING IN BENEFITS

Before you begin please make sure you have the following items:

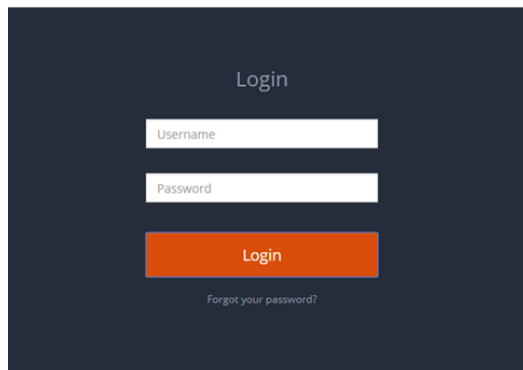
- ◆ Social Security Number (SSN) for all legal dependents you wish to enroll in any coverage (including spouse)
- ◆ Date of Birth (DOB) for all legal dependents you wish to enroll in any coverage

LOGGING ON

To access your online account, type in <https://benefits.plansource.com> into the address bar of your internet browser

PLANSOURCE[®]

Intuitive benefits shopping, enrollment, billing and administration in the cloud



Follow the instructions below for your user name and Password.:

Your **Username** consists of:

1. First initial of your First Name;
2. First six letters of your Last Name;
3. Last four (4) digits of your SSN.

*Example: John Employee, whose SSN is 000-00-1234, would have a login of **JEMPLOY1234**.*

Your **Password** is your **birthdate in the format YYYYMMDD**.

*Example: a birthdate of February 7, 1975 would look like this: **19750207**.*

Enrollment Process

To begin enrollment, click on “Get Started” on the main dashboard.

Additional instructions are located at www.augusta.k12.va.us/benefits. Look under the Plansource On-Line Benefits Enrollment tab.

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