



Open Enrollment

August 1st – August 12th



HOW TO ENROLL

Ottawa USD 290 provides a comprehensive set of employee benefit offerings to its employees. This year, it will be **mandatory** for employees to complete enrollment by either self enrolling or scheduling a telephonic/ virtual appointment with a counselor.

Follow the steps below for a successful Open Enrollment!

- Benefit Portal: <https://benefits-direct.com/ottawa290/>

1

Visit your benefit portal to review options and discuss decisions with any family members

2

Click the "How to Enroll" link on your portal to learn about how to self enroll or set an appointment*

3

Starting August 1st Log in through your benefit portal and complete enrollment

*If you want to set an appointment do so **BEFORE** August 4th to ensure counselor availability

Contact Us: Call 877.857.3072

Email: customersupport@amerilifebenefits.com

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