

# OLYMPIA COMMUNITY UNIT SCHOOL DISTRICT #16

Administration Office  
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July 15, 2019

TO: All Insurance Eligible Employees

FR: Shelby Batterton, Human Resources Administrative Assistant

RE: Open Enrollment Now Open

Online Insurance and Benefit enrollment is now open. Please sign in to complete your profile and elect your insurance benefits for the 2019/2020 plan year using the login link below.

[https://olympiacusd.easecentral.com/?CCh5DmKolLIXrWjfVuX7nA==\\_2517a82cc29415d44309d582250ac8a214728d788298e9e98e3d1d8b30b83380ec](https://olympiacusd.easecentral.com/?CCh5DmKolLIXrWjfVuX7nA==_2517a82cc29415d44309d582250ac8a214728d788298e9e98e3d1d8b30b83380ec)

Your user name will be your Olympia email address. If you have forgotten your password or have not logged into the enrollment system before, you will mark the box I Am Unable to Login to have a password generated. Once you are logged in, you will need to select the Start Open Enrollment button.

## IMPORTANT TIPS:

- If you elect Critical Illness after waiving the benefit in the past, and or are increasing your benefit amount, you must complete the Evidence of Insurability form before your election will be processed. The link for the Critical Illness Evidence of Insurability form is located in the Critical Illness step. The completed form should be returned to the district office by the enrollment deadline.
- If you elect Flexible Spending or Dependent Care dollars (this includes support staff who elect the \$950.00 benefit in lieu of insurance), you must print and complete the BPC enrollment form. A link for Flexible Spending form is located in the Medical Plan, Flexible Spending, and Dependent Care steps. The enrollment form and direct deposit authorization should be returned to the district office by the enrollment deadline.
- If you elect Voluntary Life AD&D coverage with an \* next to the amount of insurance, you will need to complete a health questionnaire.
- An electronic signature is required in order to complete your enrollment. After signing, please click Continue, Click Next, and Click Finish. You will receive an email confirming that your enrollment was successful.

Should you have any questions or concerns, please contact me at (309)379-6011 ext. 1130 or via email at [shelby.batterton@olympia.org](mailto:shelby.batterton@olympia.org). Thank you.