



Your Online Enrollment

Pickerington Local School District Benefits Enrollment

7/31 - 8/24 or for 30 days from your effective date of employment

How to Login

1. To access the online enrollment site, go to **www.afenroll.com/enroll**
2. At the login screen, you will enter the site using the following information:
 - **Type in your user ID:**
Your Social Security Number (SSN)
 - **Type in your PIN:**
The last four digits of your SSN and last two of your birth year. (For example, for SSN 123-45-6789 and birth year 1974, you would type in 678974.)
3. Click the '**Log On**' button.

Helpful Tips

- **Log Out:** If you leave the site in the middle of the process, click the 'Log Out' button to save your selections.
- **Print Confirmation:** Be sure to print your confirmation. Once you confirm your enrollment, you may click on the confirmation link at the bottom of the 'Sign/Submit Complete' to print your confirmation statement.
- **Re-Enter/Make Changes:** You may re-enter the enrollment site (including to 'View Only' your original selections) to make changes at any time during your enrollment period. Please note: Before you exit the system, you must re-confirm with your PIN or your enrollment will not be valid.
- **Opting Out:** If you choose not to select benefits, you must enter each product module and make that choice.
- **Required:** Social Security Numbers and Dates of Birth are required for all employees and their dependents.
- **Adding Dependent:** If you are adding a dependent as a beneficiary, their Social Security Number is required.
- **PIN:** Your PIN is your electronic signature. You will use your PIN to confirm applications and your enrollment confirmation.

Preparation Is Key

You have a busy schedule, and we know your time is important. That's why we offer several ways to educate you on the benefit options for you and your family.

- Watch for group meetings which may be available to update you on changes.
- Reach out to your American Fidelity account manager for any questions you may have.

Important Items to Consider

- Review your beneficiaries/dependents.
- Review all available benefit options, including portable insurance plans that you may keep, even if you change jobs.

What You Need

- Driver's license
- Bank account information (if signing up for direct deposit)
- Spouse and children's dates of birth and Social Security Numbers
- Beneficiary information (and, if a trust, the full name and date of trust)

To view a step-by-step video on how to enroll using AFenroll®, please visit americanfidelity.com/howtoenroll.

If you have questions or need help at any time during the online enrollment process, contact your benefits department.

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