

SECURITY BILLING DECISIONS SUPPORT
COMMUNICATION PAYROLL INTEGRATION
ONLINE ENROLLMENT
HUMAN RESOURCES REPORTING

We bring all the pieces together



COMMUNICATION PAYROLL INTEGRATION
ONLINE ENROLLMENT
HUMAN RESOURCES REPORTING

Online Benefits Enrollment and Administration



WORKTERRA

WORKTERRA

Mountain View Whisman SD

**Quick Reference Guide for
Employees**

1 Welcome to the Company Name Here Online Benefits Enrollment System powered by WORKTERRA.

2 To get started, go to WORKTERRA's Website

<https://WORKTERRA.net>

3 Enter your User ID

Your User ID will be the first character of your first name, followed by your full Last Name. For example, if you are Mary Martin, 121-21-1212. Your User ID will be **mmartin**.

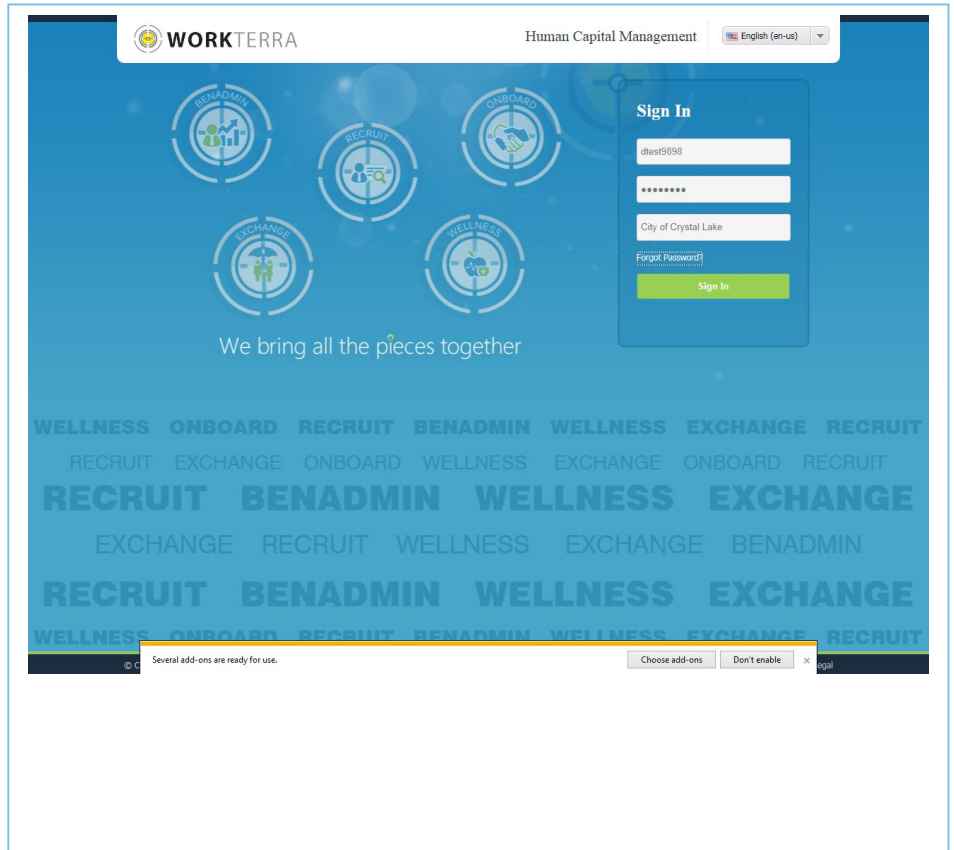
Enter your password

4 Your password would have been created by you during open enrollment in 2019 or during your New Hire enrollment if you were new to the district in 2020.

Company Name

Enter **Mountain View**

5 Whisman SD in the 'Company Name' field. Then click the 'Login' button or hit 'Enter' on your keyboard.



- 1** Once you've logged into WORKTERRA, you will be presented with two agreement pages. The **Employee Usage Agreement** and the **Legal Agreement**. Read both agreements and continue through the employee tunnel experience in WORKTERRA.
- 2** Following the agreement pages you will be presented with the **Open Enrollment Landing page**. Review the Landing page and click Continue to move to the next screen.
- 3** **Review Personal Information:** Review your personal information. If you notice any errors, please contact your Manager or Supervisor.
- 4** **Register Your Dependents:** WORKTERRA will automatically take you to screens that will allow you to add dependents or update their information.
- 5** **Enroll in Benefits:** Beginning with Medical coverage, select your Medical plan. The website will prompt you to repeat this election process for each benefit available to you.
- 6** **Beneficiaries:** Select a dependent from the drop down or click 'Add New Beneficiary' to add your beneficiary. You can also add a secondary beneficiary.
- 7** **Review Elections:** When you have completed your enrollments, review the Confirmation Statement to make sure that ALL information has been updated correctly. If your intent is to cover dependents, make sure that each dependent is listed on the Confirmation Statement under the applicable benefit plan. **Important:** Click Finish at the bottom of the Confirmation Statement to complete your enrollment.
- 8** **You're Finished!** Your benefit elections are now submitted. You will be directed to your home page. If you have any questions, please contact EBS Customer Service at: **(888) 327-2770**.