



# ENROLL ONLINE FOR 2024

## Stockton USD's 2024 Benefits Annual Open Enrollment

Monday, September 25, 2023 to Friday, October 13, 2023

Don't miss this annual opportunity to enroll, make changes or add/drop dependents to your health benefits for the 2024 plan year!

### Get Started

- 1 Visit [www.afenroll.com](http://www.afenroll.com)**  
Compatible browsers: Safari, Edge, and Chrome.
- 2 Enter your User ID:**  
This is your Social Security Number (SSN) no spaces or dashes.
- 3 Enter your PIN:**  
This is the last four digits of your SSN and last two digits of your birth year. For example, for SSN 123456789 and birth year 1974, you would enter 678974. The Pin is updated for each open enrollment.  
**DO NOT USE LAST YEAR'S INFORMATION.**
- 4 Two-Factor Authentication**  
American Fidelity has implemented two-factor authentication to add an extra layer of security to your enrollment experience. You will be prompted to select either an email address or a mobile phone number to receive a verification code. Once that code is received, you will input it into the prompt in AFenroll to verify your account.
- 5 Click the **Log In** Button**

### Tips

-  **Things to Know:**  
Social Security numbers and dates of birth are required for all employees and their dependents.
-  **Choose Benefits:**  
Review your benefits options to help ensure you have the proper coverage and opt out of those you do not need.
-  **Make Changes:**  
Log in to AFenroll to make changes at any time during your enrollment period. **Before you log out, you must re-confirm with your PIN or your enrollment will not be valid.**
-  **Print/Save Benefit Confirmation:**  
Sign your Benefit Confirmation/Deduction Authorization Form using your PIN as your electronic signature.

**During your upcoming annual open enrollment, it is highly encouraged that you review your benefits for the upcoming year to make sure you are comfortable with your coverage. Additionally, those employees that wish to continue participating or begin participating in either the Section 125 Flexible Spending Account or Dependent Day Care Account MUST make a new election for the upcoming year (These plans do not continue automatically).**

# Preparation is Key

We know your time is valuable, so make sure to review this important information before your enrollment.

## What You Need

- Driver's license
- Bank account information (if signing up for direct deposit)
- Spouse and children's dates of birth and SSNs
- Beneficiary information (and, if a trust, the full name and date of trust)
- **Section 125 Plans (Health and/or Dependent Care Flexible Spending Accounts) – If you participated in a Section 125 plan in 2023, you will need to re-enroll during the Online enrollment period if you want to keep participating in the plan for 2024.**

## Important Items to Review

- Beneficiaries/Dependents
- Available benefits options, including plans you may keep even if you change jobs or retire

## Dependent Verification Review

To enroll newly covered dependents, you will need to prove eligibility. Below is a list of documents you can use to verify dependents.

- Most current Federal Income Tax Return, if covering your Spouse or Registered Domestic Partner
- Marriage License, if covering your Spouse
- Registered Domestic Partnership Certificate, if covering your Registered Domestic Partner
- Birth Certificate (certified copy, not hospital issued) for all children, including step-children and adopted children
- ❖ If you are wanting to cover a parent/child (ex. grandchild, niece/nephew) or disabled dependent (over the age of 26), please contact the SUSD's Benefits Department at 209-933-7026 or email [benefits@stocktonusd.net](mailto:benefits@stocktonusd.net) to obtain the certification forms and documents you will need to provide.

## Questions?

**If you have any health benefit questions, please contact SUSD's Benefits Department at 209-933-7026 or send an email to [benefits@stocktonusd.net](mailto:benefits@stocktonusd.net)**

**For technical assistance with the online enrollment process or questions on the voluntary insurance products, please contact American Fidelity at 1-800-365-8306**

For a walk through video on how to enroll, click on link to the right, however make sure you follow instructions on page 1 to go to the enrollment site.



**Watch a Tutorial**  
[americanfidelity.com/howtoenroll](https://americanfidelity.com/howtoenroll)