

# WELCOME NEW HIRE

We are pleased to provide you with the following resources to guide you through the enrollment process.



## ENROLLMENT DEADLINE

New hires are required to log in to THE*benefi* SHUB to enroll or decline benefits for themselves and their eligible dependents within **30 days** of employment.



## HOW TO ENROLL

1.

2. [CLICK LOGIN](#)



3. ENTER USERNAME & PASSWORD

**Username:** Enter first six (6) characters of your last name, followed by first letter of first name, followed by last four (4) digits of your SSN. NOTE: If less than six (6) characters in your last name, enter full last name, etc.

**Default Password:** Enter last name (lowercase, excluding punctuation), followed by last four (4) digits of SSN.

## Important Tips

- **THEBENEFITWEBSITE** is your complete benefit resource for all plan brochures, provider resources, enrollment tools, and benefits support.
- **THEINTERACTIVEBENEFITGUIDE** 24/7 access to a mobile friendly summary of your benefits with interactive videos and digital resources. Review before beginning enrollment.
- **TRSCUSTOMERSERVICE** Call TRS ActiveCare at 1-866-355-5999 for medical specific questions.
- Your next opportunity to enroll, drop or make changes is during open enrollment season, in July, unless you experience a qualified event.

## Benefit Questions?

**FOR PERSONALIZED SERVICE**, your dedicated Benefit Specialist is available to assist with your enrollment and answer your benefit questions.

**JANIE LEWIS** at 469-636-8837 or  
email [janiel@fbsbenefits.com](mailto:janiel@fbsbenefits.com)