

# Retiree Self Service for Miami-Dade County Public Schools

FBMC Benefits Management, provides an online enrollment tool which allows you to directly access and update your retiree information via the Internet. Using the retiree self-service platform, you can review and/or update your demographic information, dependents, and benefit elections.

- You can access the retiree self-serve platform from any computer with an internet connection
- Our secure (https) site uses the latest technology to ensure that the information entered is secure and adheres to industry security standards.

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## LOG-IN

1. Launch an internet browser
2. Navigate to <https://fbmc-enroll.com>
3. Enter the information below and click Login  
Username: Last Name + Last 6 digits of SSN  
(Example: smith456789)  
Password: Last Name + Last 6 digits of SSN  
Type Company Name: MDCPS

### Recommendations and Troubleshooting if Experiencing Issues:

1. Preferred Internet Browsers are Microsoft Edge, Google Chrome, or Safari. Internet Explorer users may experience difficulties.
2. Be sure to turn off Pop Up blockers for this website on your computer.
3. Clear Cookies or Browsing History)

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## EMPLOYEE USAGE AGREEMENT AND LEGAL AGREEMENT

You must read and accept the Employee Usage Agreement and Legal Agreement. This only shows during your initial log-in.

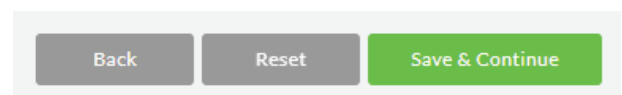
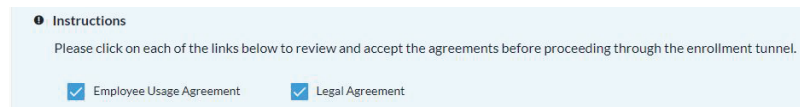
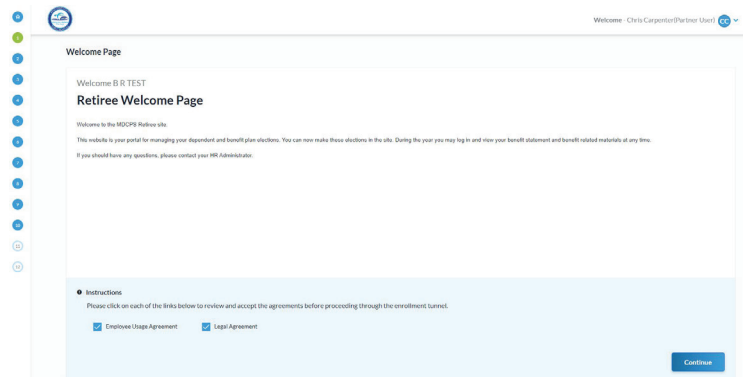
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## CHANGE PASSWORD

Please provide your security questions and answers as well as update your password. When finished select Save & Continue. Please note your password must be:

- Password must be a minimum of 8 characters.
- Password must contain at least one numeric digit.
- Password must contain at least one special character.
- Password must contain at least one UPPERCASE letter.

This only shows during your initial log-in.



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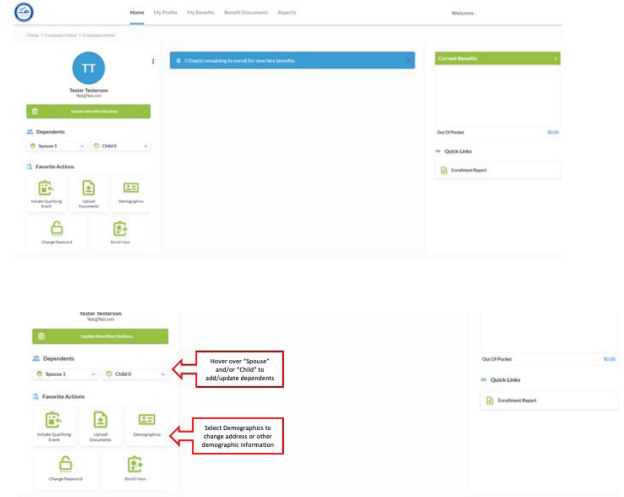
## EMPLOYEE HOME SCREEN

From your Employee Home Screen you can access your benefit elections and benefit documents, view and update dependent information and demographics, upload required documentation, or change your password.

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## DEMOGRAPHICS & DEPENDENTS

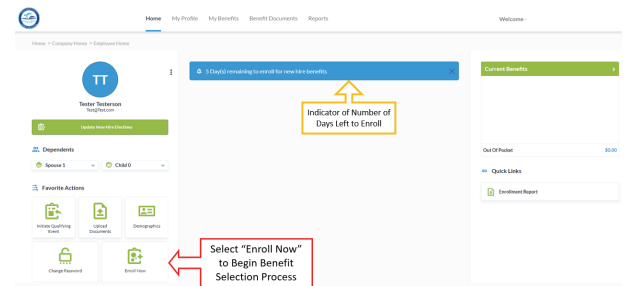
You will have an opportunity to review, add, or update your spouse, domestic partner or child information, as well as, your emergency contact information on the next few pages. Please note: Grayed out fields are considered “review only” fields. Please contact FBMC Benefits Service Center at 1-855-MDC-PS4U (1-855-632-7748). Please ensure that all dependents that you would like to cover across any benefit (Medical, Dental, Spouse Life, Child Life, etc...) are entered within these pages.



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## ENROLL IN YOUR BENEFITS

1. Navigate the Employee Home Screen to Select “Enroll Now” to begin your enrollment selection process.
2. Indicator Bar at top of page shows how many days are left to enroll.
3. NOTE for INITIAL RETIREE ELECTIONS: If you are electing retiree benefits for the first time, you will be prompted to make your selections for the current plan year, prior to the opportunity to elect in benefits for Open Enrollment for the new plan year. If you fail to enroll in your initial benefit plans, you will not be enrolled in the next plan year.



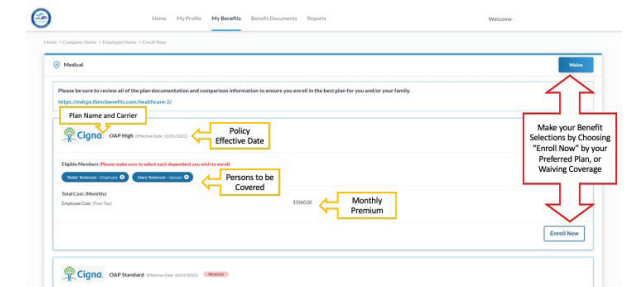
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## PLAN ELECTIONS

1. Go to the plan you would like to enroll in. If you do not wish to enroll and would prefer to decline the benefit, select “Waive”.
2. Select your eligible members that you would like to enroll in the plan.
3. Click the “Enroll Now” button to save the enrollment.

Please note that the following are available for additional information to assist you in choosing your benefits.

- Compare Plan – Click the Compare Plan box under each plan to open up a side-by-side comparison of the plans offered to you
- Additional Tools
  - Learn about your Health benefits – This houses links to the plan summaries
  - Paycheck Modeling – Allows you to calculate how much your benefits will cost
  - Forms Library – This houses links to additional benefit information
- Brochure – This link contains plan information



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## ADD NEW OR UPDATE BENEFICIARIES

If you are enrolled in Life Insurance and/or AD&D you must select beneficiaries. To add new beneficiaries or future changes you must submit a Beneficiary Designation Form at [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits)

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## COMPLETING THE ENROLLMENT PROCESS

After completing all of your plan elections you will come to the Confirmation Page. Please review all of your elections for accuracy and enter your pin number in the box provided at the bottom.

Please be sure to keep a copy of the confirmation statement for your records by clicking on the PDF button to download save & print.

After you have clicked on finish, you will be taken to your Employee Home Page. Your enrollment process is now complete.

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## RETIREMENT PAYMENT SELECTION

This page is where a retiree will select which payment remittance option they opt to utilize (ACH, Check-Pay, FRS); it's a drop-down box where they select A, B, or C (the KEY/LEGEND is immediately above the drop-down selection field on the screen).

## UPLOADING DOCUMENTATION

If you need to upload dependent documentation, please select “Upload Documents”

1. Select the Action Button Next to the User
2. When the Document Upload Pop Up Appears, Select the Document Type (i.e. FRS Form, Marriage Certificate, Dependent Documentation, etc based on the available options)
3. Select the Upload Button and Find the Location of the File to be Uploaded
4. Select Save and Continue
5. Repeat these steps for each document to be uploaded

