



BENEFITS ENROLLMENT

Enrollment Open 05/01/09 - 05/31/09

Your online enrollment site is open May 1, 2009 through May 31, 2009. During this time, you will determine your insurance plan coverages for October 1, 2009 through August 31, 2010. You can enroll in your benefits conveniently at work or at home. We hope you find this online enrollment experience to be efficient and helpful in making your benefits decisions.

How To Login

1. To access the online enrollment system you will go to: www.lps.org. Under "Staff Center," click on "Information Center for Employees (ICE)," then on "Online Benefits Enrollment."
2. Next you will see the first page of the enrollment system where you will be asked to fill in your organization name.

Organization: lincoln

Then click on the "Continue" button.

3. The next screen you see will be the Individual Login page. You will login using the following information. You will type in your **6 digit employee ID** and then your **date of birth** as a string of numbers with no formatting. For example, for a date of birth of July 18, 1974 you would type in 07181974.

Login: 6 digit employee ID

Password: mmddyyyy

Then click on the "Continue" button.

Changing Your Password

Next you will be asked to change your password. First, enter your preliminary password, which is your date of birth (mmddyyyy). Then enter a new password and confirm it on the next line. **Please write it down**, as you will be asked to enter it again at the conclusion of your enrollment. You will also be given the option to enter a password hint. You can now begin your enrollment.

Start Your Enrollment

Please select the "Open Enrollment" option and click the "Continue" button to begin your benefits enrollment!

Helpful Tips

- If you leave the enrollment in the middle of the process, click the "Logout" button and all of your confirmed selections will be saved. When you return you can use the tabs at the top of the screen to navigate quickly.
- Print your confirmation! Once you confirm your entire enrollment, you will receive a confirmation number and can print your receipt.
- You can re-enter the enrollment as many times as you like during your open enrollment period.
- If you wish to elect no benefits you must enter each product module and make that choice.

HAVE QUESTIONS OR NEED HELP?

If you have questions about your password, contact:
Kyla Jensby: 436-1593 or Jane Lehman: 436-1578

If you have questions about your internet connection, browser, or how to navigate the site, contact:

Computing Services Help Desk: 436-1735

Contact your American Fidelity Assurance Company Account Representative for more information on your online enrollment.



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American Fidelity Assurance Company
2000 N. Classen
Oklahoma City, OK 73106
1-800-654-8489