



# Online Benefits Enrollment



See your American Fidelity Account Representative about your online enrollment.

## Access Your Online Enrollment

Your benefits enrollment will once again be online for your convenience. During your annual enrollment, August 13<sup>th</sup> through August 23<sup>th</sup>, you will determine your insurance plan coverages effective September 1, 2013 through August 31, 2014.

### HOW TO LOGIN

1. To access the online enrollment system, go to: **www.lps.org**. Click on "Staff Center" and under Popular Pages on the left side of your screen, click on "Online Benefits Enrollment".
2. Next you will see the first page of the enrollment where you click on "Ready to Enroll? Click here to begin". You will be asked to fill in your organization name.

**Organization:** lincoln

Then click on the "Continue" button.

3. The next screen will be the Individual Login page. Your login is your 6 digit employee ID and your password is 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

Select the "Annual Enrollment" option and click "Continue" 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. **Your confirmation number is proof that you've gone through the enrollment and the information is accurate.**
- You can re-enter the enrollment as many times as you like during your open enrollment period, and you will receive a new confirmation number.
- If you wish to elect no benefits you must enter each product module and make that choice.



Our Family, Dedicated To Yours.®

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### HAVE QUESTIONS OR NEED HELP?

For questions about your password, contact:

**Kyla Jensby: 402-436-1593, Jane Lehmann: 402-436-1578, or Laurie Oxley: 402-436-1595**

For questions about your internet connection, browser, or navigating the site, contact:

**Computing Services Help Desk: 402-436-1735**