

Enrolling in Benefits with West Des Moines Community Schools

Getting Started: Go to www.wdmcs.org (using google chrome). Then go to the **staff page** and click on **BCEnroll**.

LOGIN: Your username is the first 6 characters of your last name (if applicable), followed by the first letter of your first name, which is then followed by the last 4 digits of your Social Security Number.

PASSWORD: Your initial password is your Social Security Number (SSN). Please note, your SSN should contain no spaces or dashes.

Once you are finished, click *SIGN IN*.

User Agreement: The User Agreement will present you with the usage required when using bCEnroll platform. Once you have completed reading the terms and conditions, you will have the ability to "Decline" or "Accept". In order to continue through the enrollment process, click *I ACCEPT*.

Security Measures: In the next screen you will be asked to create answers to security questions, followed by changing of your password. Once you are finished, click Save Answers. Your new passwords must be at least 6 characters in length, may not contain the following special characters: & ? # = + \ / or spaces, and will be case-sensitive. Once you are finished, click *CHANGE PASSSSWORD*.

Welcome Message: Once you have entered in a valid new password, you will be greeted with a welcome message provided by your employer. Once you have read the necessary information from this page, click *CONTINUE*

Personal Information: The Personal Information page will give you the opportunity to complete your specific demographic and census information. Be sure to fill out all of the required fields. Required fields are indicated with a red outlining border. Note: If you would like to receive a copy of your Benefits Summary via email, be sure to enter your email address in the Email Address field. Once you are finished, click *NEXT*.

Dependent and Beneficiary Information: The Dependent and Beneficiary Information page should consist of any benefit eligible dependents, as well as any beneficiaries you plan to designate. Certain plans (such as Basic Life or Voluntary Life) require Beneficiaries. Please note, if you are not prepared to designate a beneficiary you will be presented with another opportunity to complete this section at the time of election. *To proceed*, click Add Children, Add Spouse or Add Beneficiary. This information may be *Edited* at any time. Once you are finished, click, *NEXT*.

Benefit Plan Elections: The Benefit Plan Elections page is an illustration of the benefits that your employer is offering. Each Benefit Type (e.g. Medical, Dental, and Life) will appear individually as a separate page for you to select the respective plan and desired coverage. Once you have selected a plan, click *NEXT*.

Election Summary: As you begin the election process, you will notice an Election Summary box, located on the right side of the screen. The Election Summary includes an instant overview of the plans you have elected as well as the cost associated with those plans.

Congratulations! Upon finalizing your plan choices, the last page will display all of the data collected during your benefit selection process.

Once you are finished, you have the ability to print or email your benefits summary and send a copy to yourself and/or your company's HR representative. Please be sure you click the "Finish" button in order to secure your elections.