



ENROLL ON YOUR SCHEDULE

With AFenroll, you can learn about your available benefits and enroll anytime, anywhere. It also provides benefits overview videos and FAQs to help you select the coverage that meets your individual needs.

Your enrollment dates:

October 31, 2022 through November 10, 2022 By Appointment for Dependent Verification

If you have a covered Dependent on your Medical Coverage, this year you must enroll with an AFA Representative to provide proof of dependency.

November 11, 2022 Manager Assisted Virtually





November 5, 2022 through November 20, 2022 - Self Service Online & Virtually Assisted

Get Started

- 1 Visit www.afenroll.com/enroll**
Compatible browsers: Safari, Edge, and Chrome.
- 2 Enter your User ID:**
This is your Social Security Number (SSN).
- 3 Enter your PIN:**
This is the last four digits of your SSN and last two digits of your birth year.
- 4 Two-Factor Authentication**
American Fidelity has implemented two-factor authentication to add an extra layer of security to your enrollment experience. You will be prompted to select either an email address or a mobile phone number to receive a verification code. Once that code is received, you will input it into the prompt in AFenroll to verify your account.

- 5 Click the Log in button**

Tips

-  **Things to Know:**
[Social Security numbers][SSNs] and dates of birth are required for all employees and their dependents.
-  **Choose Benefits:**
Review your benefits options to help ensure you have the proper coverage and opt out of those you do not need.
-  **Make Changes:**
Log in to AFenroll to make changes at any time during your enrollment period. **Before you log out, you must re-confirm with your PIN or your enrollment will not be valid.**
-  **Print/Save Benefit Confirmation:**
Sign your Benefit Confirmation/Deduction Authorization Form using your PIN as your electronic signature.

Preparation is Key

We know your time is valuable, so make sure to review this important information before your enrollment.

Benefits Education

- Watch for group meeting announcements
- Reach out to your American Fidelity account manager

Important Items to Review

- Beneficiaries/Dependents
- Available benefits options, including plans you may keep even if you change jobs or retire

What You Need

- Driver's license
- Bank account information (if signing up for direct deposit)
- Spouse and children's dates of birth and SSNs
- Beneficiary information (and, if a trust, the full name and date of trust)

Dependent Verification Review

To enroll dependents, you will need to prove eligibility. Below is a list of documents you can use to verify dependents.

- Current federal income tax return
- Marriage license (if your spouse participates)
- Birth certificate for children including adopted and stepchildren
- Proof of disability if a child with a disability over the age of 26 participates

If you are covering a dependent child over the age of 26, you'll need to provide your most current federal income tax return naming the child as a claimed dependent. You'll also need proof of total and permanent disability which existed before the child turned 26 or while the child was a full-time student.

Cindy Keivel

Benefits Coordinator
Westfield Washington Schools
(317)867-8003 Office
keivelc@wws.k12.in.us



Watch a Tutorial
americanfidelity.com/howtoenroll