

WHAT TO EXPECT NEXT

YOU HAVE ENROLLED WITH A BENEFIT COUNSELOR, BUT HERE ARE SOME KEY REMINDERS ABOUT YOUR KFORCE BENEFITS.

ENROLLMENT CONFIRMATION STATEMENT

As mentioned during your appointment, it's important you review your new hire enrollment confirmation statement for accuracy and let us know if you have any questions or need to make any changes. You must contact the Kforce Benefit Resource Center prior to the end of your enrollment window in order to make needed changes. Changes cannot be accepted after that date.

To view your enrollment confirmation statement, please login to SmartBen following the below steps:

- Go to <https://kforce.smartben.net/> using Google Chrome. Your username is your nine-digit Employee ID. Your password is your birth date (MMDDYYYY).
- On the home screen, under the "My Benefits" section, select "View Enrollment Confirmation"
- Review your enrollment confirmation statement for accuracy checking all benefit elections, per pay deduction costs, covered dependents and assigned beneficiaries

ID CARDS

If you enrolled in Medical coverage, you will receive an ID card at your home address within a few weeks of your enrollment. If you enrolled in Dental or Vision coverage, you do not need an ID card, but can provide your SSN to the doctor at your time of service. Also, please remember that before going to the doctor, check the provider websites to ensure your doctor is in-network, as in-network services are more cost effective.

Please review your benefit guide and the "RESOURCE LINKS" section on the home screen of SmartBen for additional information and links to the providers.

DEPENDENT ELIGIBILITY VERIFICATION

Employees who elected benefits coverage for their spouse or dependents will be required to supply documentation to verify dependent eligibility. A packet with more information will be mailed to your home address. **Failure to provide required documentation will result in your dependents being removed from coverage.**

SHOULD YOU HAVE ANY QUESTIONS ABOUT YOUR BENEFITS, PLEASE CONTACT THE KFORCE CUSTOMER SOLUTIONS CENTER BY CALLING 866.807.5074. THANK YOU AGAIN FOR COMPLETING YOUR BENEFIT ENROLLMENT. WE HOPE YOUR EXPERIENCE WAS INFORMATIVE AND BENEFICIAL!

VOLUNTARY LIFE AND DISABILITY INSURANCE

If you elected Supplemental Life insurance in an amount above the guaranteed issue for you and/or your spouse, you will be contacted via email by Prudential with instructions on how to complete Evidence of Insurability (EOI). You will receive the email approximately 2 weeks after completing your enrollment. PLEASE NOTE: Coverage exceeding guaranteed issue limits will not take effect until your completed EOI has been received and approved by Prudential.

If you elected to waive or did not elect up to the Guaranteed Issue amount for the Supplemental Life insurance when first offered, you will be required to complete Evidence of Insurability (EOI) if you decide to elect this coverage in the future. If you elected to waive the employee funded Long Term or Short Term Disability plans (as applicable) when first offered, you will be required to complete Evidence of Insurability (EOI) if you decide to elect this coverage in the future.

DOWNLOAD SMARTBEN NOW TODAY!



Apple Store

Scan here for
fast access!



Google Play

Your username and password for the app is the same as your SmartBen username and password.

With the SmartBen NOW mobile app, you'll find all of your benefits information at your fingertips. You can find your deductible, obtain copies of your medical ID card and more! The app houses all your benefits information in one central location, easily accessible through your mobile device.

QUALIFYING LIFE EVENT

Under certain circumstances you can make changes to your benefits if you experience a Qualified Life Event (QLE) (e.g., marriage, divorce, birth of a child). You have 30 days from the date of the QLE to submit your life event and make applicable changes to your benefits. To submit a QLE, please login to SmartBen and on home page, click on "Begin Enrollment" under Life Event Enrollment. You may also contact the Kforce Customer Solutions Center for assistance by calling **866.807.5074**.