

SEBB BENEFITS ENROLLMENT GUIDE

1 Know Your Deadlines

You will have 31 days from that eligibility date to complete your enrollment. Miss the deadline? You'll be auto enrolled into default coverage.



2 Gather What You Need

- If enrolling dependents (SSN, birthdates)
- Documents - All subscribers need to provide verification documents when enrolling a spouse, state registered domestic partner, and children.



3 Review Your Plan Options

- Medical, dental and vision plans
- Compare plans using SEBB comparison tool



4 Enroll/ Waive Coverage

- You will need to create a login for Benefits 24/7
- Click on Eligibility tab under your dashboard and follow the prompts
- Enroll or waive coverage - You can waive SEBB medical coverage, but not dental and vision
- Review supplemental options and complete attestation
- Download confirmation of elections for your records



Annual Open Enrollment

Every fall, you can make changes during open enrollment.



Questions?

Benefits Office

Enrollment, eligibility, forms, or need help with Benefits 24/7. Benefits@everettsd.org
Phone : 425-385-4115



Contact the insurance plan directly
Plan questions (coverage, in- network provider, services, etc.)
[Contact Plan Information](#)

HOW TO SIGN UP FOR HEALTH INSURANCE THROUGH BENEFITS 24/7

1. Go to [Benefits 24/7](#) and click 
2. You will be directed to [SecureAccess Washington \(SAW\)](#)
3. Click "Sign up." If you do not already have an account
 - Enter your:
 1. Name
 2. Personal email address
 3. Username
 4. Password
4. Follow the link to activate your account
5. Make sure you go back to [Benefits 24/7](#) and click 
6. Click on the blue "Newly Eligible" box
7. Confirm if you have any dependents to add
8. Upload supporting documentation for your dependents
9. Select the Medical, Dental, and Vision coverages you wish to elect, or waive medical insurance if you do not want to be charged a monthly premium
10. Complete the tobacco attestation if you do not want to be charged \$25 a month and complete the spousal attestation if you are adding a spouse as a dependent
11. Select if you want supplemental Long Term Disability coverage, or decline if you do not want to be charged a monthly premium
12. Confirm your selections
13. Download a PDF copy of your selections for your records