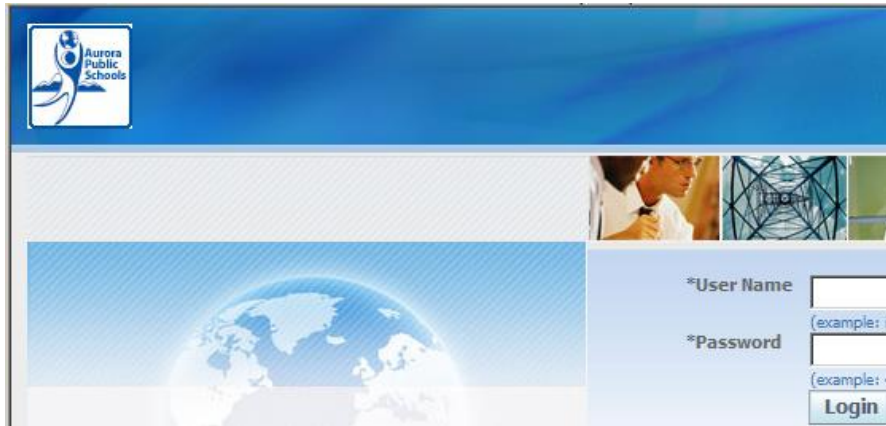


AURORA PUBLIC SCHOOLS ONLINE BENEFITS SYSTEM

Access <https://apsapps.aps.k12.co.us> and log in with your Oracle User Name and Password.



If you do not know your User Name or Password call the Help Desk at Ext. 28203.

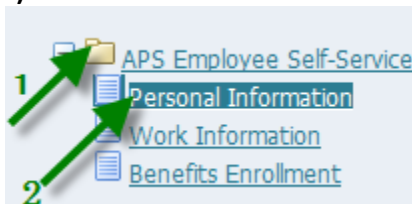
If you plan on adding dependent(s) by choosing Employee & Spouse, Employee & Children or Employee & Family, those Contacts must be entered in Oracle. Use the [ENTERING CONTACT INSTRUCTIONS](#).

If you will plan to choose Employee Only, skip the [ENTERING CONTACT INSTRUCTIONS](#) and continue on page 3 with the [MAKING ONLINE BENEFITS ELECTIONS INSTRUCTIONS](#).

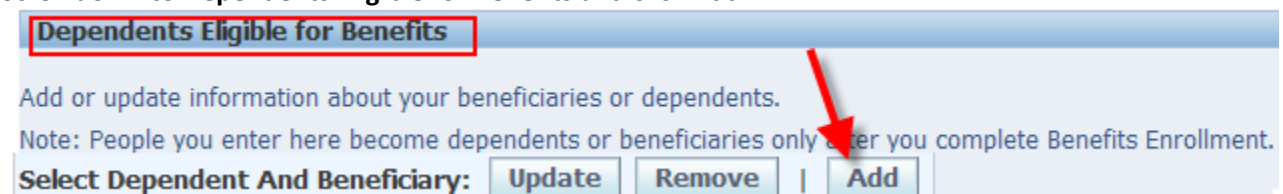
ENTERING CONTACT INSTRUCTIONS

Skip this section if you plan to choose Employee Only.

- 1) Expand the APS Employee Self-Service Menu
- 2) Click Personal Information



Scroll down to Dependents Eligible for Benefits and click Add.



Enter Names

Pick the Relationship

(for benefits the relationship
MUST be a child or a spouse)

Use the calendar icon

to enter the Relationship Start Date

(Ex: birthdate of a child,
wedding date of a spouse)

Title

First Name

Middle Name

* Last Name

Suffix

Prefix

Email Address

* Relationship

* Relationship Start Date

(example: 30-Apr-2015)

Under Main Address, leave the checkmark for "Use my address for this person."

Do NOT remove the checkmark.

Main Address

Use my address for this person.

Scroll down to Additional Dependent and Beneficiary Information

Select the Gender

Enter the Social Security Number

Use the calendar icon

to enter the Date of Birth

Additional Dependent and Beneficiary Information

* Gender

* Social Security

Start Relationship Reason

* Date of Birth

Adoption Date

Student Status

Click Next

[Next](#)

On the Review page, click Submit

[Submit](#)

On the Confirmation page, click Return to Overview

[Return to Overview](#)

On the Personal Information page, click Back

[Back](#)

Repeat the process for all needed Contacts.

Continue with the [MAKING ONLINE BENEFITS ELECTIONS INSTRUCTIONS](#)

MAKING ONLINE BENEFITS ELECTIONS INSTRUCTIONS

- 1) Expand the APS Employee Self-Service Menu
- 2) Click Benefits Enrollment



- 1) Click Go. You do not need to enter anything in the Event name field.
- 2) Then click the Update pencil icon.

Enrollments:

Benefits Enrollments - This screen is used for open enrollments or special event enrollments. **TO BEGIN**, click the Go button. You do **NOT** need to enter anything in the Event Name field. **THEN** click the Update pencil icon to make your elections. If you need to request or currently have after tax benefits, please contact the Benefits department. **Only Pre-Tax benefits are selected through this screen.**

PLEASE NOTE: If you have already submitted your elections, the Update pencil icon will be unavailable (grayed out) and you must contact the Benefits department to make any changes.

Search		
Note that the search is case insensitive		
Event Name <input type="text"/>	<input type="button" value="Go"/>	<input type="button" value="Clear"/>
Event Name ▲	Must Enroll Before	Update
My Benefits Enrollment - 18-MAR-2015	18-Apr-2015	

Information on specific benefits is available from these links.

Update Enrollment

If you wish to enroll, change provider, change coverage tier, or waive your current elections, please make changes below.

If you make elections before the 15th of the month, your benefits will begin on the first day of the next month.

If you make elections on or after the 15th of the month, your benefits will not begin on the first day of the next month but will begin on the month following the next month.

* Indicates required field

* Medical Insurance Choice	<input type="text" value="Waive"/>	
	Medical Information	
* Dental Insurance Choice	<input type="text" value="Waive"/>	
	Dental Information	
Medical Flexible Spending Acct. Monthly Contribution	<input type="text" value="0"/>	
Dependent Care Flexible Spending Acct. Monthly Contribution	<input type="text" value="0"/>	
Remaining Payroll Periods	3	
	FSA Information	
* Life Insurance Coverage	<input type="text" value="Employee Only"/>	
	<small>Dependent coverage cost is .42 cents per month, however as an APS employee you will be automatically covered for the Districts life insurance policy at no cost</small>	
	Insurance Information	
	Please fill out Life Insurance Beneficiary Form and turn in to Benefits Office as soon as possible. Address: ESC#4, 1085 Peoria Street, Aurora, CO 80011	
	Life Beneficiary Form	

Make your elections using the drop down menus.

Update Enrollment

If you wish to enroll, change provider, change coverage tier, or waive your current elections, please make changes below.

Cancel



If you make elections before the 15th of the month, your benefits will begin on the first day of the next month.

If you make elections on or after the 15th of the month, your benefits will not begin on the first day of the next month but will begin on the month following the next month.



* Indicates required field

* Medical Insurance Choice	Kaiser	
	Medical Information	
* Medical Coverage Level	Employee Only	
* Dental Insurance Choice	Delta Dental	
	Dental Information	
* Dental Insurance Level	Employee Only	
Medical Flexible Spending Acct. Monthly Contribution	Employee Only	
Dependent Care Flexible Spending Acct. Monthly Contribution	Employee and Children	
Remaining Payroll Periods	Employee and Family	
	Employee and Spouse	

If you select UHC, you can select a PCP and enter the PCP number. However, that is not required. If no selection is made, UHC will assign a PCP and you can change that at any time through UHC. To designate PCP for dependents, contact UHC once your enrollment is active.

* Medical Insurance Choice	UHC	
	Medical Information	
* Medical Coverage Level		
Primary Care Physician Number	UHC WILL ASSIGN IF NO	
	<p>You may select a Primary Care Physician (PCP) but it is not required. A PCP will be assigned if you don't select one now. You can change your PCP with UHC at any time after enrollment. To designate PCP for dependents, please contact UHC once your enrollment is active, 1-855-828-7715.</p> <p>Instructions to Select PCP</p>	

Enter the monthly amount for flexible spending accounts, if desired. Leave the zeros if no flexible spending account is desired. The yearly contribution will be displayed, if amounts are entered.

Medical Flexible Spending Acct. Monthly Contribution	0	
Dependent Care Flexible Spending Acct. Monthly Contribution	0	
Medical Flexible Spending Acct. Monthly Contribution	100	
Yearly Total Contributions	1200	
Dependent Care Flexible Spending Acct. Monthly Contribution	400	
Yearly Dependent FSA Contributions	4800	
Remaining Payroll Periods	12	

You can use the Save button to save your elections. You can come back and make changes after you Save.

However, clicking only the Save button does NOT complete the process.



IMPORTANT NOTE:

To complete the process you
MUST
use the Submit button.

Once you are sure you will make no further changes, you must use the Submit button.

You cannot make changes online after using the Submit button. Any issues can be addressed with the Benefits office.

On the final screen, you
MUST

use the **COMPLETE MY SUBMISSION** button, to finalize your elections.

Confirmation

By submitting these elections, you verify that these are the choices you wish to make for you APS benefit package. If you SUBMIT your benefits elections you can make no further changes up online. All issues must be addressed with the benefits office. IMPORTANT: To complete your submission, please click COMPLETE MY SUBMISSION.

CANCEL MY SUBMISSION

COMPLETE MY SUBMISSION

