

Listed below are login instructions and helpful tips to navigate through the system.

You will use your MPS email to log in the system. **If you have difficulty logging in, please contact 480-472-0044.**

Benefitfocus supports the following browsers:

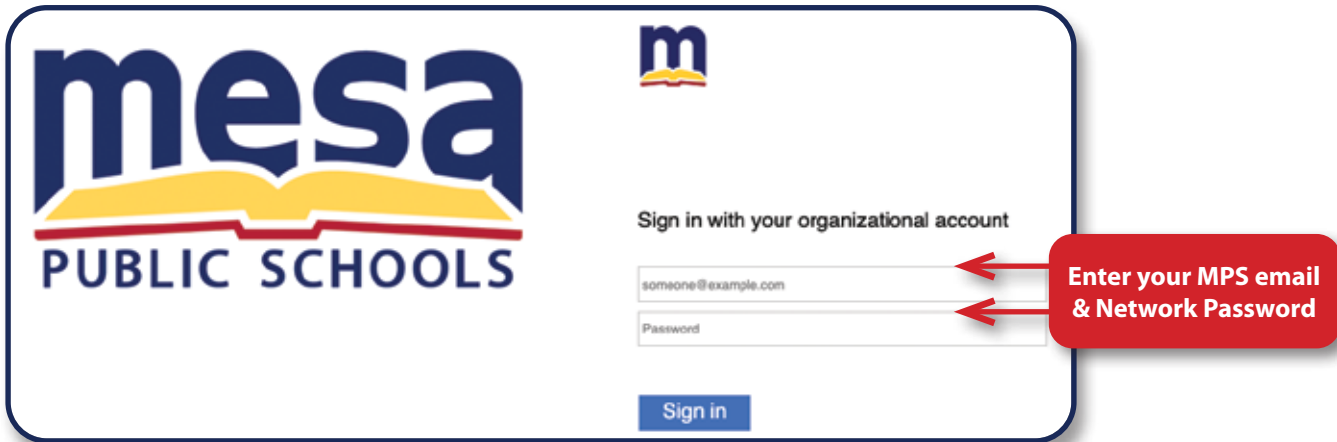
- Microsoft Internet Explorer: 11, 10, 9, 8
- Google Chrome: 40, 39, 38
- Mozilla Firefox: 35, 34, 33
- Apple Safari: 8.0, 7.0, 6.1

To log in to BenefitFocus:

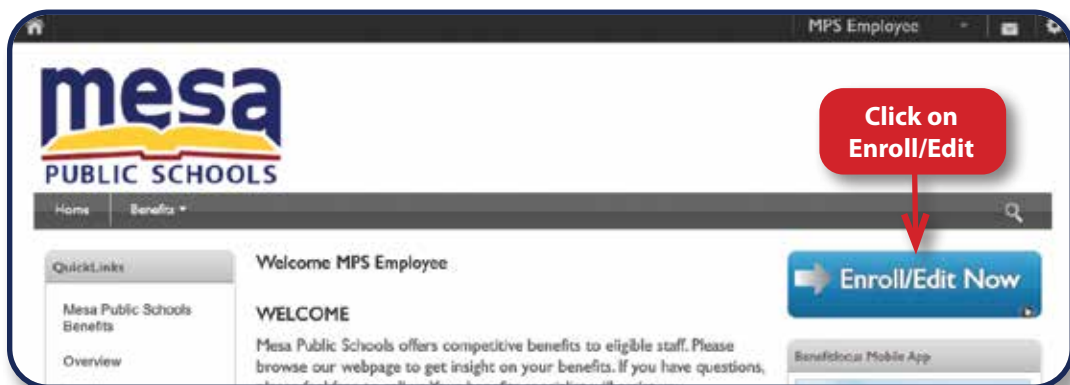
1. Go to <http://www.mpsaz.org/benefits> the Benefits Department web site and click on **"Benefits Online Enrollment System"** button.



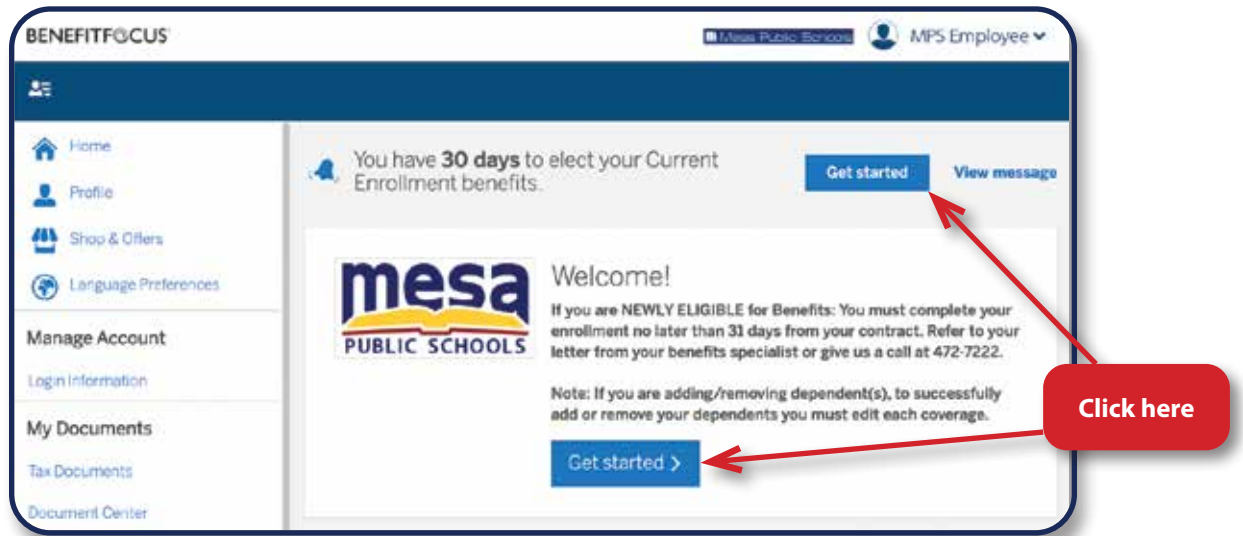
2. Enter your Mesa Public Schools Email as your user and your network password. If you have any issues logging in, please call the HELP DESK at 480-472-0044.



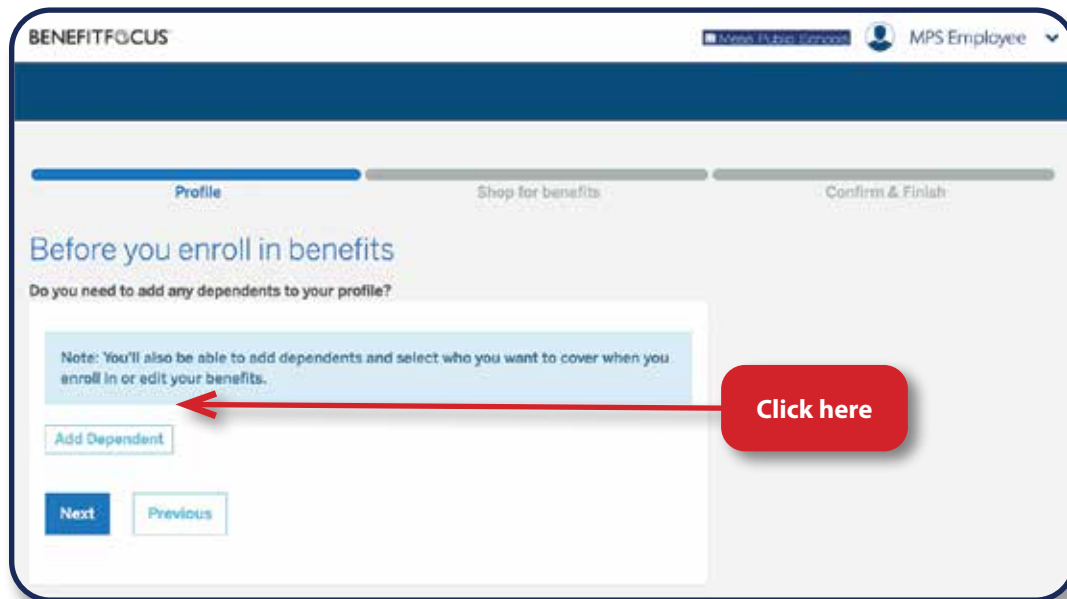
3. Click on Enroll/Edit.



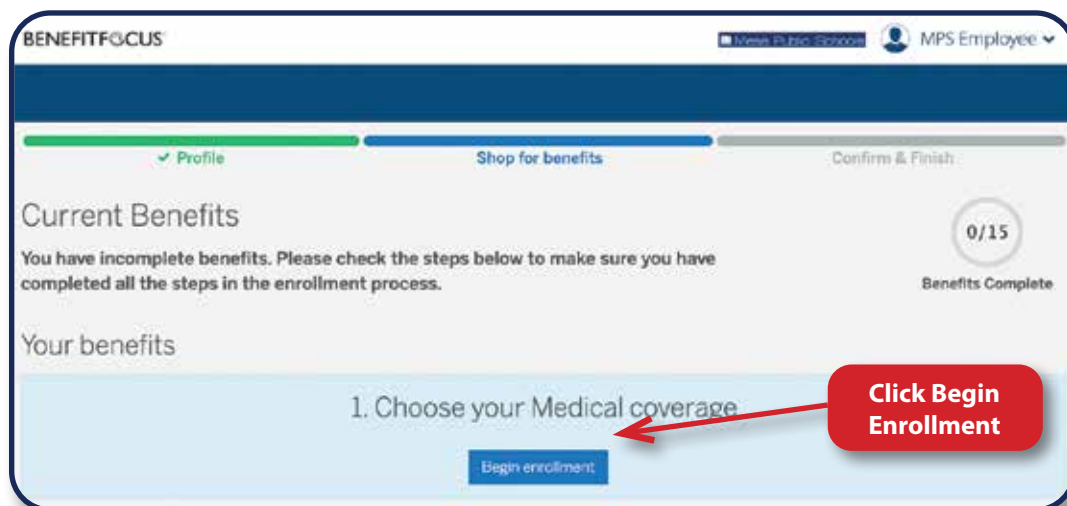
4. Once you have logged in the following screen will be visible. Please click on the **“Get started”** button to begin your enrollment.



5. You may add your dependents to your profile by selecting **“Add Dependent”** or click **“Next”** to continue. **Note: This section ONLY adds your dependent(s) to your profile NOT your plans.**



6. To make selections for the medical plan, click on the **“Begin enrollment”** button in section 1 and make the appropriate selections or changes.



7. Answer the question is your spouse employed by Mesa Public Schools and eligible for benefits. If you are not married, answer **"No"** Then click the **"Next"** button left hand corner to continue.

BENEFITFOCUS Mesa Public Schools MPS Employee

✓ Profile Shop for benefits Confirm & Finish

Medical

Survey - Dual Employed

MPS Employee

Is your spouse employed by Mesa Public Schools and eligible for benefits? (if you are not married - answer no) *

--Please Select--

Next Previous Cancel

Click next

8. The system will ask you to confirm your answer, then click **"Next"** at the bottom left hand corner to continue.

BENEFITFOCUS Mesa Public Schools MPS Employee

✓ Profile Shop for benefits Confirm & Finish

Medical

Survey - Dual Employed Summary

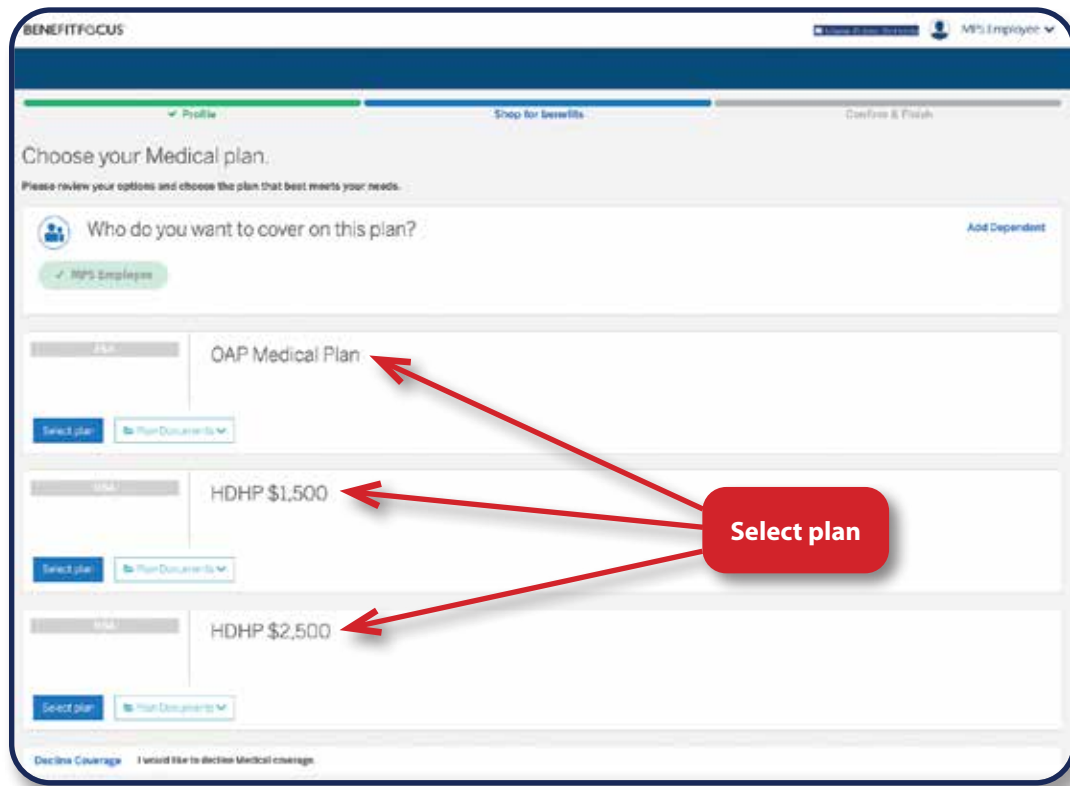
To confirm your answers, press the Next button.
To make changes to your answers, press the Previous button.
MPS Employee

Is your spouse employed by Mesa Public Schools and eligible for benefits? (if you are not married - answer no)
No

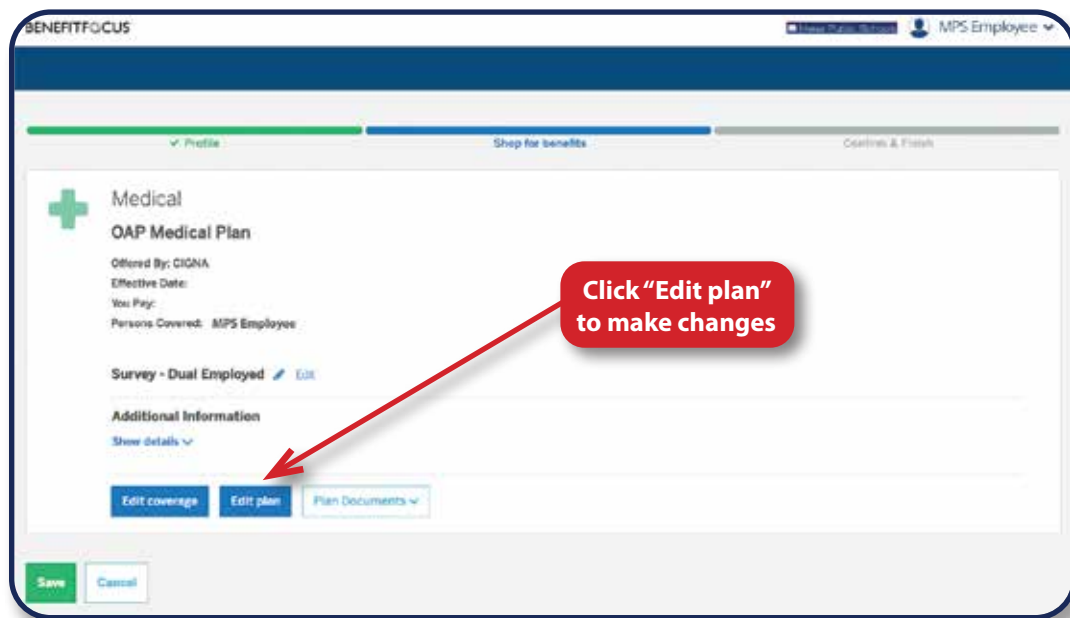
Next Previous Cancel

Click next

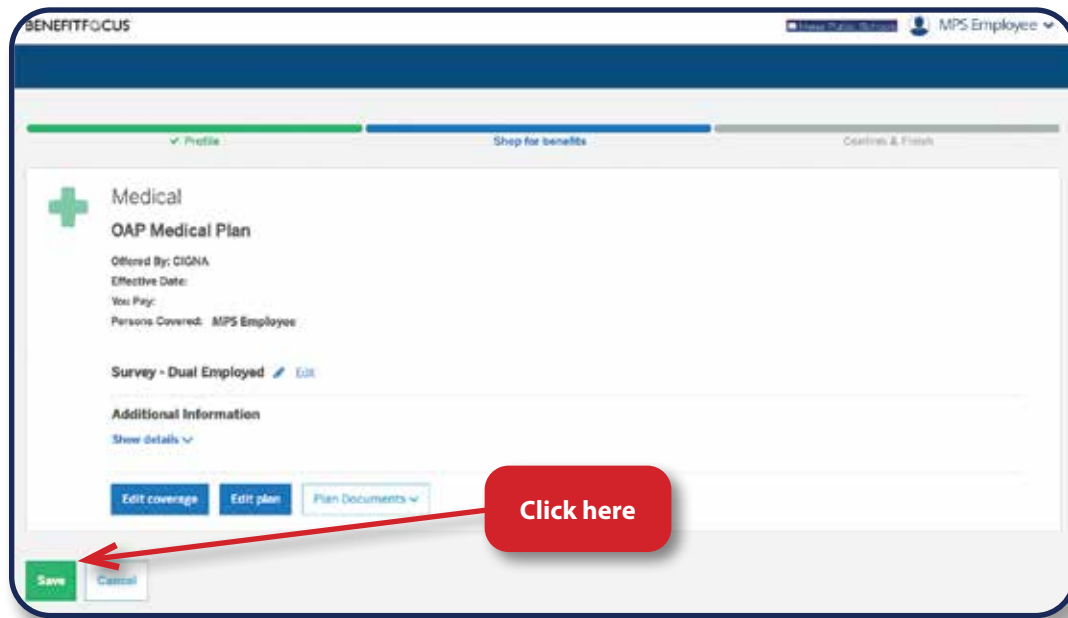
9. Select the plan you would like to enroll by selecting **“Select Plan”** button.



10. Once the section is complete, a summary screen will appear. If you need to make changes use the **“Edit Plan”** button and complete your request.



11. If the selection is accurate, click the **“Save”** button.



2. Once all sections are complete click on **“Complete Enrollment”** at the bottom of the page.