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](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.

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

12. Now that Section 1 is complete, it will unlock the next sections in order to elect. Click "Begin Enrollment" and follow steps 9 through 11 for the remaining sections.
*** STEP 13 ONLY applies if you elect the DHMO Dental Plan. ***

13. **IMPORTANT MESSAGE REGARDING THE DENTAL DHMO BENEFIT:** You must select a Provider for the DHMO plan. If you do not elect a provider, you must call Cigna to elect before you receive any dental services. Follow the next steps to select a dentist.

a. You can search for a provider by clicking on “View Dental Care Provider List”.

![View Dental Care Provider List](image-url)
b. Then enter your location and click on Doctor by Type (Dentist), Doctor by Name (if you know the name of your Dentist) or Locations (if you know the location of the office).

c. Once you select your dental provider, write down the Office Number from Cigna Website, return to the BenefitFocus website and enter that number in the PCP code and Dentist Office Name as the PCP name. Confirm dental provider information and click “Next”.
14. Once all sections are complete click on **"Complete Enrollment"** at the bottom of the page.

15. Once all sections are completed and saved, a confirmation screen will appear with a confirmation screen. Print the **"Benefits Summary Report"** for your records.

If you have trouble navigating through the system please contact BenefitFocus at 1-877-336-8082.