



Orange USD Online Benefits Enrollment Instructions

How to Login

1. To access the online enrollment site, go to **www.afenroll.com/enroll**
2. At the login screen, you will enter the site using the following information:
 - Type in your user ID: Social Security Number (SSN) or 6-digit Employee ID.
 - Type in your PIN: The last four digits of your SSN and last two of your birth year. (For example, for SSN 123-45-6789 and birth year 1974, you would type in 678974).
3. Click the 'Log On' button.

Helpful Tips

- ✓ **Log Out:** If you leave the site in the middle of the process, click the 'Log Out' button to save your selections.
- ✓ **Print Confirmation:** Be sure to print your confirmation. Once you confirm your enrollment, you may click on the confirmation link at the bottom of the 'Sign/Submit Complete' to print your confirmation statement.
- ✓ **Re-Enter/Make Changes:** You may re-enter the enrollment site (including to 'View Only' your original selections) to make changes at any time during your enrollment period. Please note: Before you exit the system, you must re-confirm with your PIN or your enrollment will not be valid.
- ✓ **Opting Out:** If you choose not to select benefits, you must enter each product module and make that choice.
- ✓ **Required:** Social Security Numbers and Dates of Birth are required for all employees and their dependents.

- ✓ **Adding Dependent:** If you are adding a dependent as a beneficiary, their Social Security Number is required.
- ✓ **PIN:** Your PIN is your electronic signature. You will use your PIN to confirm applications and your enrollment confirmation. You will be asked to enter your PIN and select "Sign Form" as the final step of the enrollment process.
- ✓ **Completion:** You are done when you see the following on your Enrollment Confirmation:

deduction per pay period	\$	[*****] Electronic Signature on File
Page 3 of 3		Employee Signature



If you have questions or need help at any time during the online enrollment process, please contact the American Fidelity Benefit Enrollment Center at 888-659-1531.