**On-Line Benefits Enrollment Instructions**

1. *Go to the district website:* [***www.rsd66.org***](http://www.rsd66.org)
2. *Scroll down and look for the* ***Quick Links*** *title on the left side of the page, Click on +****For Staff*** *and then on* ***Financial & HR Portal****.*



1. *Click* ***Login*** *on the top righthand side of the page.*



1. *Enter* ***Username*** *(firstname.lastname) and* ***Password*** *(same one used to sign your contract) then click the* ***Login*** *button. If you have difficulty accessing the portal or you do not have a username and password, please contact the Technology Help Desk at (602) 232-4999 or from inside the district, extension 14357.*



1. *Click on the* ***Benefits*** *tab then on* ***Benefits Enrollment*** *to begin the benefits enrollment process.*

