

# Mandatory Online Enrollment

Central Community School System employees will go online to make benefit elections. After you have had time to read through your benefits booklet and once you have made your final decision, you can login to the online enrollment system and make your elections. To log into BenefitsConnect, go to:

*[enroll.benefitsconnect.net/centralcss](http://enroll.benefitsconnect.net/centralcss)*

**LOGIN:** Your username is the first 6 characters of your last name (if applicable), followed by the first letter of your first name, which is then followed by the last 4 digits of your Social Security Number.

*Example: John Johnson, xxx-xx-1234, Username would be: johnsoj1234*

**PASSWORD:** Your initial password is your Social Security Number (SSN). Please note, your SSN should contain no spaces or dashes. You will be asked to reset your password for future logins.



Once you are finished, click **Sign In**. The enrollment process should automatically begin. BenefitsConnect will walk you through the steps to make a selection that best fits your needs.