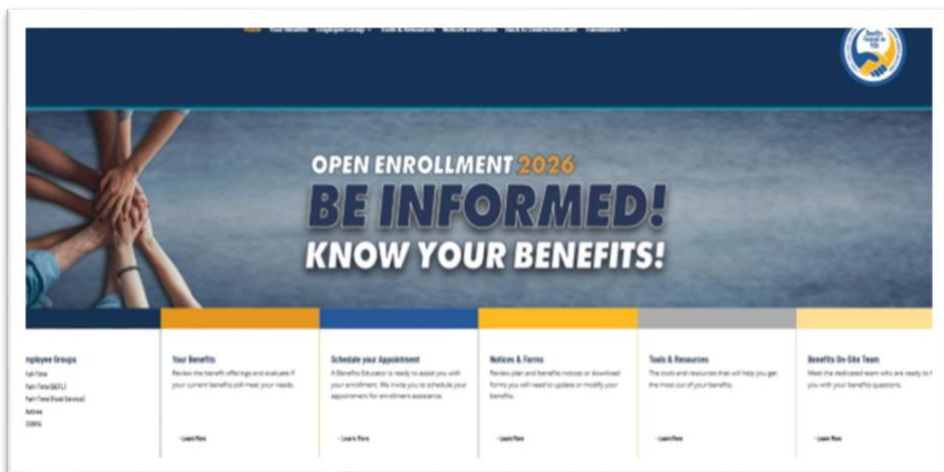


BEFORE YOU BEGIN YOUR ENROLLMENT SESSION

Prior to enrolling in your benefits online, it is to your advantage to thoroughly review the benefits options, please visit www.mdcpsbenefits.com. Here you will find detailed information on all the benefits available to you.



If you are ready to enroll, but need assistance, contact the FBMC Service Center at 1-855-MDC-PS4U (1-855-632-7748). Once you have the answers you need, you may begin the enrollment process.

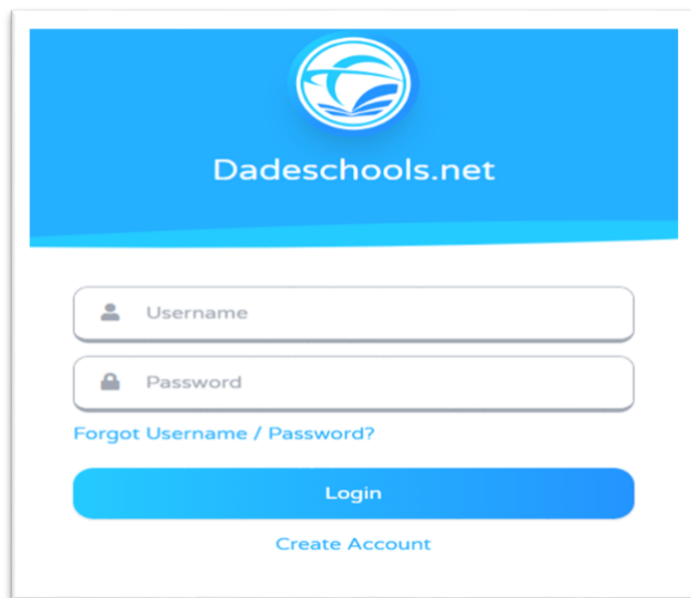
Before you begin your enrollment session, it is important for you to disable the ability to block pop-up windows in your internet browser. If you do not take this step, you will not be able to print your confirmation statement at the close of your enrollment session.

Please note **you must use Google Chrome** web browser for the online enrollment application.

ACCESSING YOUR DISTRICT ACCOUNT

If you have never used your District account to access the portal or District e-mail, you will have access using the following login credentials:

- **Username – Your Employee Number (Example: 123456)**
- **Password – Your First Name Initial (capitalized), Last name initial (lower case) and birth date (mm/dd/yyyy) (example Mr01/01/1996)**



To change or reset your password, please visit <https://ism.dadeschools.net/HEAT/Default.aspx>.