

# Bloomington Public Schools – July 2020 Open Enrollment for DCAs

## Online Enrollment Instructions

Go to: <https://benefitextras.lh1ondemand.com/Login.aspx?sec=BEX-1773> to access the online enrollment portal:

**BENEFIT EXTRAS, INC.**  
Licensed Third Party Administrator

### Login

**Existing User?**  
Login to your account

Username  [Forgot Username?](#)

Password  [Forgot Password?](#)

**Setting up a New Account?**  
It's easy to apply for a new account. Click 'Get Started' below to begin.

Contact Us - Call Flexible Benefits Department at (952) 435-6858, Toll Free at (866) 435-6858 or Email us at [flex@benefitextras.com](mailto:flex@benefitextras.com)

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Employees, who have previously logged in or have been enrolled in a plan with Bloomington Public Schools previously and have their own password, will log in on the left side as an Existing User using their current username and password. Please contact [lindy@benefitextras.com](mailto:lindy@benefitextras.com), if you need a temporary password for your account.

Employees, who have not had a previous enrollment with Benefit Extras, would click on the “Get Started” box on the right. They will be prompted to create a username and password and answer 3 security questions. Please include your Social Security Number.

Online enrollment will be available starting April 15th and will close on April 30th.

For any questions regarding the online enrollment process, please contact:

**Benefit Extras, Inc. | Flex Department** | Phone: 952.435.6858 | Toll-free 866.435.6858