BENEFIT ENROLLMENT MADE EASY

Get Started

Visit employeebenefits.naperville203.org and login by entering your user name and password.

If you are a first-time user, click on "Register" to set up your user name, password and security questions. Our "Company Key" is D203 (note: it's case sensitive.)

Forgot your user name or password?

1. Visit employeebenefits.naperville203.org and click on the "Forgot your user name or password?" link
2. Enter your Social Security Number, Company Key (D203) and date of birth.
3. Answer your security question.
4. Enter and confirm your new password, then click "continue" to return to the login page

Begin enrollment

Click "Start Here" and follow the instructions to enroll in your benefits or waive coverage. Review your information.

You must make your elections by the deadline shown on the calendar on the home page. If you miss the deadline you will waive any electable benefit coverage, and have to wait until the next annual benefit enrollment period to enroll or an IRS recognized life change.


Want to review your Current Plan?

You have year-round access to your benefit summary and specific benefit elections at employeebenefits.naperville203.org

1. Click on the drop down by your name in the upper right corner
2. Click on "Benefits Summary" under "Your Benefits"
3. Review your current plan

Make your elections

Review your options as you walk through the enrollment process. Click "Select" on the plan(s) you would like to choose. Track your choices along the left side which updates with your total cost.

Click on the "Compare" to compare the details of all the plans offered. Click on "Plan Details" to see just the details for that specific plan.
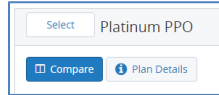
For additional information on each plan please refer to your 2017 Employee Benefit Guide on the home page or the Summary of Benefits Coverage (SBC) for each plan in the Benefit Information section on the home page.

If you have any questions as you go through enrollment, contact the benefits team at 630-420-6325 (Certified staff & Administrators) or 630-420-6327 (Non-certified staff)

Review your elections

Review, edit, and approve your personal information, elections, dependents and beneficiaries.
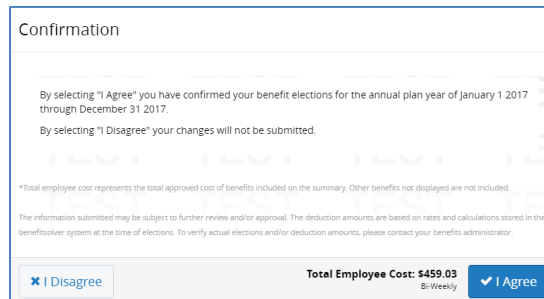
Approve

Once you have reviewed your elections and they are accurate, click "Approve" to continue.
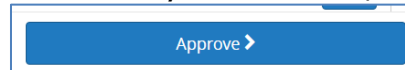
Confirm your choices

Your enrollment is not complete until you confirm your benefit elections and submit all your required documentation to your benefit coordinator in the business office.

Make Mid-Year Changes

The benefit elections you make will remain in effect until the end of the plan year, unless you are affected by one of these life-changing events:
- Getting married or divorced,
- A change in job status (for you or an enrolled dependent) or,
- Having a baby or adopting a child

If you experience any of these qualifying events, you must provide the required supporting documentation and make the changes within 31 days of the event.
1. Login to employeebenefits.naperville203.org
2. Click on the "Change My Benefits" button to make elections
3. Select the life event button and the event you wish to file
4. Follow the same election steps above to complete your life changing event