





Benefits Resources Tip Sheet

How and when to use Advocacy services and the benefits destination



Advocacy

888-509-2015

M-F 7 am - 8 pm CT Saturday 8 am - 1 pm CT (Oct. & Nov.)

Call an Advocate for assistance with:

- Comparing costs for tests and procedures
- Reviewing your bill for errors and expediting corrections
- Appealing a denied claim and overseeing the process
- Finding in-network providers
- Making appointments
- · Verifying eligibility and coverage
- Prescription drug questions and ways to save money
- Understanding the Qualified Life Event process for birth of a child, marriage, etc.
- Any question about how your benefits work



Benefits Destination

Register at: www.mybensite.com/keysschools

- Enter your last name, date of birth and last 4 digits of your Social Security Number.
- 2. Enter your email address (if you don't have one, create a free one using the Gmail or Yahoo links provided.) Your username will be this email address.
- 3. Create and confirm a password to complete registration.

During the enrollment period, click Enroll Now to:

- Find step-by-step enrollment guidance
- View cost per paycheck for each benefit
- Add and manage covered dependents
- Update beneficiaries
- Review and submit final elections
- Print your Benefit Confirmation Statement (BCS) for your records

What you'll find on the benefits destination:

- Benefit summaries
- Side-by-side comparisons
- Insurance carrier information
- Member service information
- Provider search directories
- Forms and plan documents

Please note: The benefits destination times out after 30 minutes of inactivity.