

Before You Submit Your Enrollment

Please take a few minutes to carefully review your enrollment before submitting it. Make sure the following information is correct:

- Your name, address, date of birth, and gender
- Your dependent information, including names and dates of birth
- The coverage level you selected, such as Employee Only or Family
- Your medical, dental, and vision elections
- Your life insurance and beneficiary information
- Any voluntary benefits you elected
- That all eligible dependents you wish to cover have been added
- If covering a spouse, that any required Spouse Coverage Certification Form has been completed and returned
- If you are an Administrative or Non-Bargaining employee, that you have reviewed the current handbook for any benefit provisions that differ from the PSSA agreement

Once your enrollment is submitted, your elections will be used to establish your insurance coverage and payroll deductions.

Please contact American Fidelity or the Princeton City Schools Payroll Department as soon as possible if you notice an error.

Please keep a copy of your enrollment confirmation for your records.