



## HOW TO ENROLL OR CHANGE YOUR ELECTION WITH BENEFIT RESOURCE

WESTERN SUFFOLK  
**BOCES**

### Open Enrollment Dates: November 1st – November 30th

1. Go to **BenefitResource.com**.

2. Click on **Participants** from the Secure Login section at the top of the page. The secure Participant Login will open in a new window.

**TIP:** Bookmark this page for easy reference in the future

3. Log in to the website using your Login ID and Password. If this is your first time visiting, you will need to register your account. To register, you will need the following information:

- **Company Code:** wsbores
- **Member ID:** 5 digit District ID (See chart below) plus the last four digits of your Social Security number. Do not use spaces or dashes.
- **Personal Info:** First name, last name, date of birth, zip code
- **Access to email or phone number** on file with Benefit Resource

Follow the prompts to select a new Login ID and Password. A confirmation code will be sent to your email or through a text message (messaging rates may apply).

4. From the Dashboard, click on the **Enrollment/Changes** link at the bottom left of the screen.

5. Click on the **Continue Enrollment** button next to the plan for which you wish to enroll or make a change.

6. Follow the prompts to complete your enrollment. This will include validating demographic data, selecting an election amount(s), and reading and agreeing to applicable Terms and Conditions.

7. An email with a confirmation code and new election amount(s) will be sent to the email address on file. Retain this for your records.

**Questions?** Call Participant Services at 800-473-9595. Representatives are available to assist you Monday-Friday, 8am-8pm (Eastern Time).

District ID	School District Name
54381	Amityville
54382	Babylon
54384	Bay Shore
54385	Bellmore Merrick
50123	Bethpage
54386	Center Moriches
54387	Central Islip
54388	Cold Spring Harbor
54389	Commack
54390	Connetquot
54391	Copiague
54392	Deer Park
54412	Deer Park Library
54414	East Mdw Library
54394	Eastport So Manor
54396	Elwood
54397	Farmingdale
50127	Garden City
54398	Hauppauge
50120	Herricks
55653	Island Park
54415	Jericho Public Library
54400	Kings Park

District ID	School District Name
55652	Lindenhurst
54401	Massapequa
50121	Merrick
54402	North Babylon
54403	North Bellmore
54404	North Merrick
54405	Northport
50128	North Shore
54417	Plndg Public Library
54419	Plnvw Bthpg Library
54406	Pt. Jefferson
50126	Rocky Point
50122	Syosset
50123	Valley Stream 24
50124	Valley Stream 30
50125	Valley Stream CHS
54407	West Babylon
55659	Western Suffolk BOCES
54408	West Islip
54409	William Floyd
50124	Valley Stream 30
50125	Valley Stream CHS
54407	West Babylon