

WELCOME NEW HIRE

We are pleased to provide you with the following resources to guide you through the enrollment process.



ENROLLMENT DEADLINE

New hires are required to log in to THE*benefits*HUB to enroll or decline benefits for themselves and their eligible dependents within **31 days** of employment.



HOW TO ENROLL

1.
2. [CLICK LOGIN](#)
3. ENTER USERNAME & PASSWORD

Username: Your email in The*benefits*HUB (Typically your work email)

Default Password: Four digits of your birth year followed by the last four (4) digits of your SSN.



DOWNLOAD THE APP

Get access to benefits 24/7

FBS APP:

Text "**FBS CROWLEY**" to

EMPLOYEE BENEFITS PORTAL:



Important Tips

- **INTERACTIVE BENEFIT GUIDES** 24/7 access to a mobile friendly summary of your benefits with interactive videos and digital resources.
- **BENEFIT WEBSITE** Your complete benefits resource for all plan brochures, provider resources, enrollment tools, and benefits support.
- **TRS CUSTOMER SERVICE** Call BCBS of TX at 866-355-5999 for TRS Medical specific questions.
- Your next opportunity to enroll, drop or make changes is during open enrollment season unless you experience a qualified event.

Benefit Questions?

FOR PERSONALIZED SERVICE, A Benefit Specialist is available to assist with your enrollment and answer your benefit questions through the FBS Call Center.

FBS CALL CENTER (866) 914-5202

Service Questions?

For assistance after enrollment (ID cards, claims, etc.) use the CareLine feature on your benefit website or call (833) 453-1680.