

Dr. Roberto Padilla

Superintendent of Schools

Mr. Ed Forgit
Mr. Michael McLymore
Mr. Gregory Kern
Ms. Sara Feliz

Deputy Superintendent
Asst. Superintendent, Human Resources
Asst. Superintendent, Finance
Asst. Superintendent, Curriculum & Instruction

Dear Employee,

Welcome to INROLL, the Newburgh Enlarged City School District Employee Benefits Portal-your online employee benefits website! Beginning on 10/1/16, this 24/7 website will be able to provide you with an efficient way to enroll and make changes to your health insurance plan.

You will be able to enroll or decline coverage during the District's open enrollment periods; however you will also be able to make changes to your insurance (ie. Dependents and mailing address) at any time.

In the INROLL portal, you can also obtain information and answers to your questions regarding your 403B Retirement Benefit and other benefit plans.

Our goal is to empower you through this tool to meet your specific needs, as well as enhance your understanding of our benefit programs. Specifically, you will have access to the various benefit summaries, forms and links to important sites.

Your benefits are an important part of your total compensation, so we invite you to familiarize yourself with details of these plans and encourage you to seek clarification when necessary.

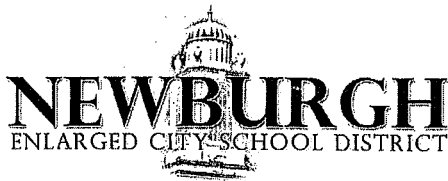
Important INROLL Log in information: Please go to <https://www.inrollplus.com> to log in to INROLL. If you were hired prior to September 1st, 2016, you will use your last name, last four digits of your social security number and the default date of birth **09/01/1980** when logging into the system for the first time. You will then be able to create a User Name/Password and update your profile information with your correct date of birth. If you were hired after September 1st, 2016, you should use your last name, last four digits of your social security number and your actual date of birth when logging into the system for the first time.

INROLL and ACA- All full-time employees will be required to log into the INROLL system during the months of October-November to verify that they are either enrolled in a District health insurance plan, participate in the Health Insurance Buy-Out or have waived both insurance and the buy-out option.

Should you have any questions regarding, INROLL, please contact the portal's provider: U.S. Employee Benefits, Kristen Coolbaugh 1-855-562-7821 x102 or if you have benefit questions, please contact Keisha Martinez, Health Benefits Specialist Newburgh Enlarged City School District (845) 563-3467.

Thank you,

Michael McLymore
Assistant Superintendent of Human Resources



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Dear Employee,

U.S. Employee Benefits will be hosting live, hands on sessions to assist anyone who needs help using the INROLL system. These sessions will be held from 4pm to 8pm at the Newburgh Free Library E Learning Center on the following dates: 10/24/16 and 10/25/16, 11/7/16 and 11/8/16, 11/14/16 and 11/15/16 and 11/28/16 and 11/29/16. There will be four one hour sessions held each night and sessions are limited to 15 enrollees per session. If you are interested, you must pre-register by going to www.newburghschools.org/inroll or if you do not have internet access, please call ext. 33467.

There will also be a series of webinars which will demonstrate the INROLL Open Enrollment process. These webinars will be held from 4pm-8pm on the following dates: week of 10/17/16-10/21/16, week of 11/1/16-11/4/16 and 11/30/16. The webinar link and call in phone number information are as follows: <https://video.togethertalk.com/#m=95368731>. Participants can call in at the following number: 1-877-366-0711 Access code 23400691.

If you have any questions regarding your employee benefits, please contact Keisha Martinez at (845) 563-3467. If you have any questions regarding INROLL, please contact one of the following INROLL team members: Kristen Coolbaugh 1-855-562-7821 x 102, Sandra Battista 1-855-562-7821 x106, Erin Whiting 1-855-562-7821 x 111, or Brian Leavy 1-855-562-7821 x 112.

Thank you,

Michael McLymore
Assistant Superintendent of Human Resources