

Employee Self Service

FCPS Benefits Summary

From any computer go to <http://www.fcps.org>

1. **Click** on “For Staff”

2. **Click** on “FCPS Employee Self Service”

3. **Type** in your network Username and Password.

Example: User Id: john.doe

Password: xxxxxxx (case sensitive)

Click Sign In

4. Click on “Employee Self Service “

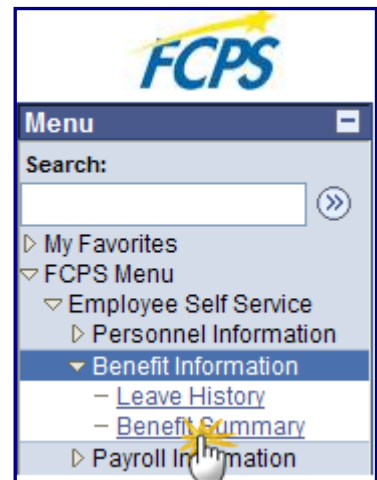
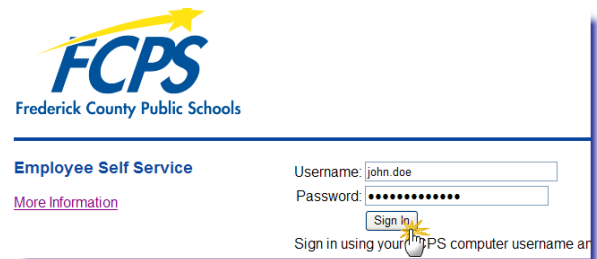
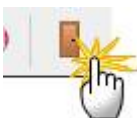
5. You are now logged into the network.

Type in your network Username and Password again, to log into the Human Resources System.

Click Sign In

6. From the menu **Click FCPS Menu > Employee Self Service > Benefit Information > Benefit Summary**

7. To securely Exit, **Click** [Sign out](#), **Click** on the brown door and **Close** your browser.



Benefit Summary			
Doe, John		ID 0000000	SSN 0000000
To request changes e-mail benefits.office@fcps.org .		FCPS Benefit Information	
Benefit Participation			
Medical	Active Employee Medical	Family	
Ded Amt Per Pay			
121.55			
Dependent	Relationship	Birth Dt	SSN
Doe, Jane P.	Spouse	01/01/1970	222222222
Dental	FCPS Employee Dental	Family	
Ded Amt Per Pay			
35.03			
Dependent	Relationship	Birth Dt	SSN
Doe, Jane P.	Spouse	01/01/1970	222222222
Life, AD/D	Support Life AD/D (Age Redun)		
Beneficiary	Relationship	Birth Dt	SSN
Dep Life	Group Dependent Life Option		
Pension/Retirement	Employee Pens 12 Mth		

Informational Questions – If you question any information on your Benefit Summary: e-mail benefits.office@fcps.org

Technical Questions – If you are unable to view your Benefit Summary, Call Cindy Getsinger, Technology Services at 301-644-5312 or email cindy.getsinger@fcps.org