From: Employee Benefits
Subject: Early Access to Open Enrollment
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Early Bird Special!

We are launching the Open Enrollment system early for Central Office staff only. You are welcome to make your benefits elections on **October 1st & 2nd, 2026**.

Early access is only for Central Office staff, so please do not share this information with your colleagues across the district. Open Enrollment will launch district-wide on **Monday, October 5, 2026**, and will run through **Monday, October 19, 2026.**

Review plan documents carefully and compare the benefit options. Information on each benefit can be found on the Open Enrollment webpage at www.neisd.net/openenrollment.

To begin your benefit elections, follow these steps:

1. Visit the NEISD website at www.neisd.net.
2. Click on "Employee Login" from the top navigation menu.
3. Click the "Sign in with Microsoft" button.
4. Click on "Employee Center" in the left column.
5. Log in with your NEISD username and password.
   If you need password assistance, call 210-356-HELP > option 1 > option 1.
6. Under "Manage My Benefits", click the Open Enrollment link.

Key Points:

Every employee should log in and make their benefits elections, even if they are not making any changes.

New NEISD employees:
New Hire elections are for the remainder of the current plan year.
Open Enrollment elections will become effective January 1, 2027.

All employees with a NEISD health plan are **required** to complete their tobacco declaration online each year.

Print and/or email your confirmation page at the end of your enrollment. This is your documentation of the elections you made or waived. Keep it in a safe place and compare it to your January 2027 paycheck(s).

Happy Open Enrollment!

Office of Employee Benefits

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