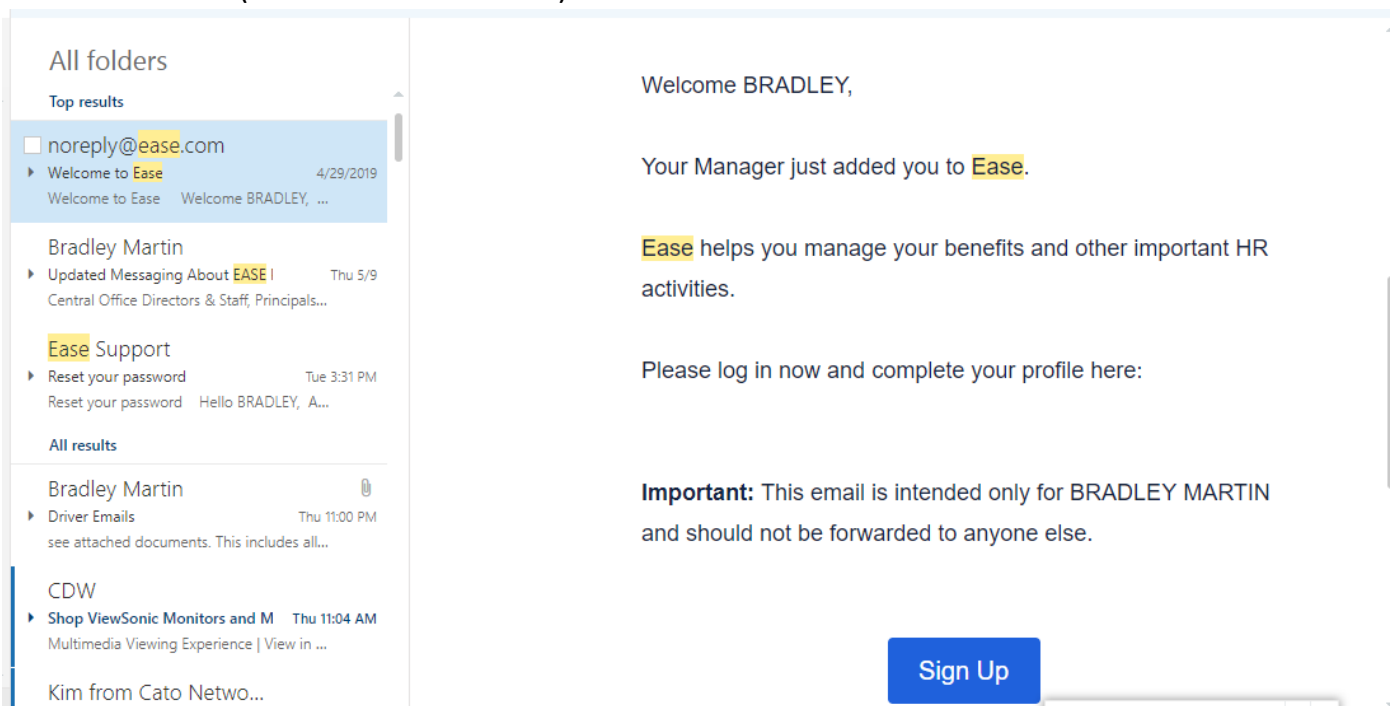


EASE Information & Directions

- The EASE program, is a portal used to manage dental, optical, and other potential (**non-PEIA**) benefit coverages.
- Preston County Schools is requiring all employees to manage their employee provided dental and optical benefits for the 2019-20 school year. **Therefore, by June 1st, all employees need to log into the system to confirm their profile information and manage their dental and optical coverages by opting in and inputting in any dependents that need added to the coverage.**
- Other benefit options are available for purchase within the EASE platform; however, all of these plans would be in excess of any current policies that our employees carry via PEIA or other providers such as American Fidelity or Washington National
- Employees will have to login to their K-12 emails and generally can access the program by using a link from EASE (See Screenshot below) sent to their K12 emails.



- If this link does not work, users can go to the Preston County BOE website @ www.prestonboe.com and click on the “Employees” link on the left side of the screen. Users can then find and click on the link marked “Ease (benefit enrollment)”. This is also where you can log back in if you want to make changes or reassess your options in EASE once registered.
- Once to EASE site, users can select the “Forgot” link on the password section and enter your K12 email account to send a new link that will allow the user to establish a new password and access the system (see screenshots on the next page)



Email or Username
example@email.com

Password [Forgot?](#)
••••••••



Login

[Log in with mobile phone](#)
Español · 简体中文 · 繁體中文



Forgot your Password?

Request login assistance

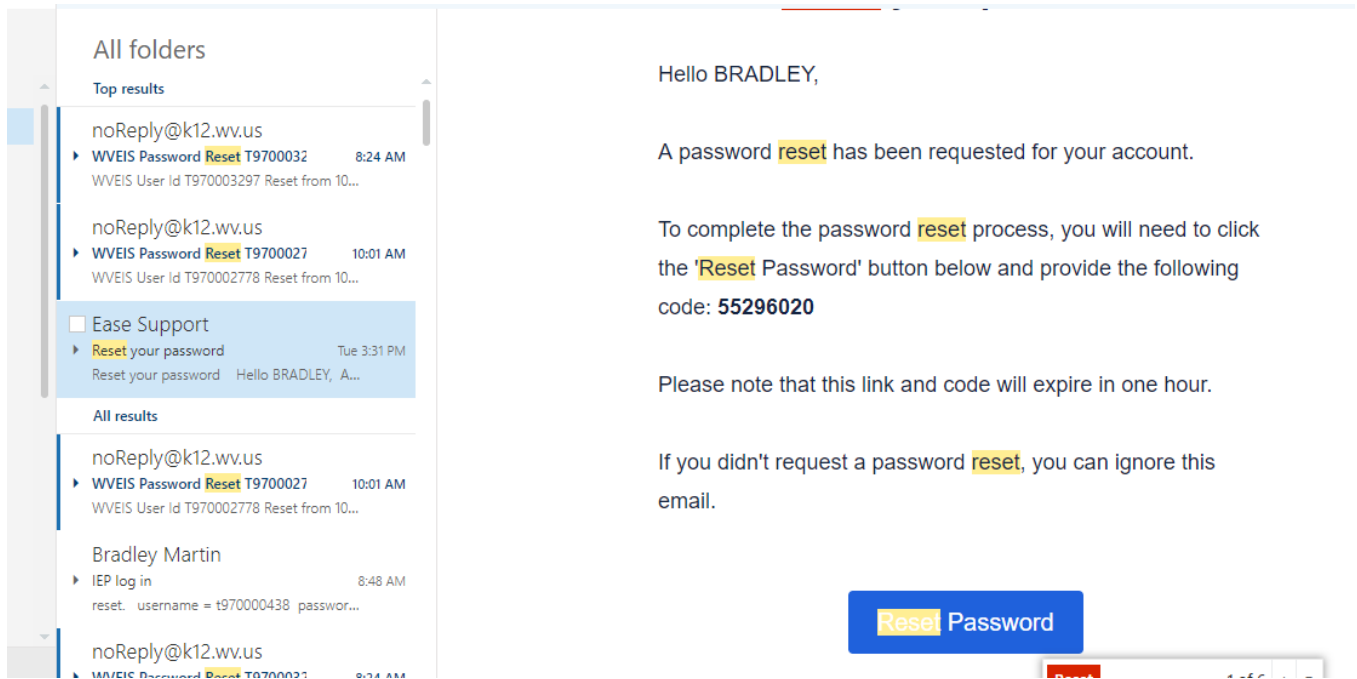
Enter your email address
example@email.com



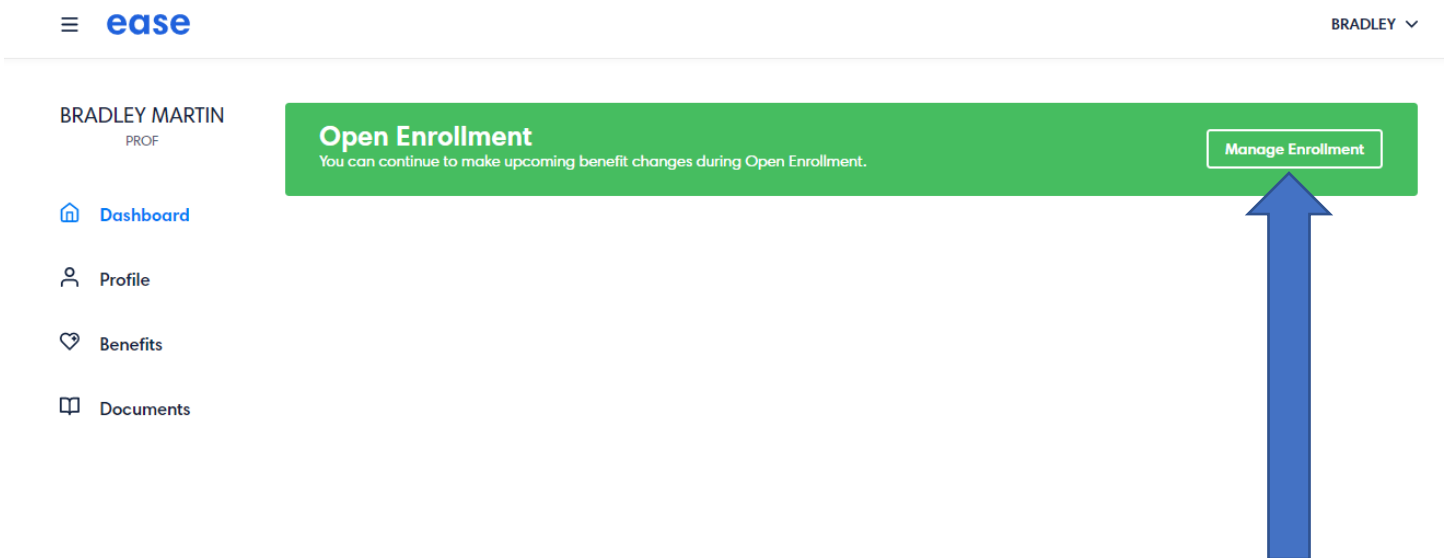
Submit

[I need additional help to log in](#)

- Once you hit submit, you will get an email to your K12 account that will allow you to reset your EASE password and enter the system (see screen shots on the next page)



- Once in the EASE system, you will need to click on the management enrollment tab, and follow the online instructions to complete your registration (see screen shot below).



- If you are having an issue accessing your K12 email account, please contact Brad Martin @ 304-329-0580 ext. 225, Darla Moyers @ ext. 250, or the TIS in your school.
- If you have questions about your current benefit coverages or about EASE, please contact the Finance Office at (304) 329-0580 option 5.