

# IT'S TIME TO ENROLL!

Your annual benefits enrollment is coming soon.



**ENROLLMENT DATES: October 11 - October 15, 2021**

## FIRST FINANCIAL IS PREPARED TO SERVE!

We understand the coronavirus has had a major impact on the daily lives of our customers. Many of you may be working from home or choosing to social distance yourselves for now. No matter your current situation, we want to make sure you are able to enroll in your benefits during the Open Enrollment period.

Our Enrollment Assistance Center is a telephone-operated system that will connect you with a First Financial representative to discuss your benefits.

## ENROLLMENT ASSISTANCE CENTER INSTRUCTIONS

**On your scheduled enrollment day, call Matthew at 281-272-7485 To enroll. Hours of operation are 8 a.m. to 5 p.m. (local time) Monday through Friday.** There is an option to leave a voice message for a representative to call you back. Phone calls will be returned as soon as possible or the next business day if it is after hours.

**Please note that Matthew may call you directly should you not call in for your enrollment. He will be calling from his work line at 281-272-7485.**

During this time of anxiety and uncertainty, First Financial wants to be a source of stability you can trust. We have been with you during prior enrollment periods and will continue being by your side to make this year's enrollment as smooth as possible. We are in this together.

If you have questions or concerns, please contact your representative Matthew Lewis at 281-272-7485/matthew.lewis@ffga.com

## ONLINE ENROLLMENT INSTRUCTIONS

Visit :

<https://benefits.ffga.com/shontopreparatoryacademy/>

to view available benefits.

**Need to Enroll?  
Contact Matthew Lewis on your scheduled enrollment day!**

**Monday-Friday from 8 a.m. to 5 p.m.  
Phone: (281) 272-7485.**

## ENROLLMENT SCHEDULE

### Monday 10/11

Elementary School

### Tuesday 10/12

Elementary School and Food Service

### Wednesday 10/13

High School, Maintenance and Operations

### Thursday 10/14

Residential, Dine Studies, Exceptional Student Services, Security

### Friday 10/15

Business Office, Curriculum, HR, Support Services, Technology, Transportation