



Bismarck Public Schools

*Enrolling for Health, Dental and Vision Insurance or,
making changes to your current coverage plan(s)*

Open [Unified Talent Records \(can also be found under the BPS Apps Page\)](#)

- Login (same as your BPS email)
- Click on "Available Forms" (toolbar to the left)

2 options:

- 2021-2022 Insurance Application - New Enrollee, OR
- 2022 Insurance Changes (current employees making changes)

- When you click on that document - the document should open immediately.
** if not, choose "add as an e-form"
- Complete the form and hit "Save Final" at the bottom of the page
 - ****reminder if you are waiving all coverage, you must complete the waiver portion at the bottom of the page or submit a waiver form to the HR office. Waivers are needed each year.**
- The form will remain as it is requesting a signature at the bottom of page.
Please sign electronically and hit "Save Final".

**Once the form is submitted it will be processed through HR and Payroll. HR will inform you that your application was received and submitted to BCBS.

If you have any questions or need any help, please email Paulette Kerzmann at paulette_kerzmann@bismarckschools.org or call at 323-4072.

No paper copy needs to be printed – the electronic copy is sufficient.