

Enrolling in Benefits Through MCPS Hub+

If you plan to enroll in or make changes to your benefits and/or are enrolling in a 2027 flexible spending account (FSA) during this fall's Open Enrollment, you will do so via [MCPS Hub+](#). A link to detailed instructions for using Hub+ for benefits enrollment or changes is available on the [2027 Employee Benefits Open Enrollment](#) web page and in the Open Enrollment announcement email sent to your Outlook inbox on Friday, October 2, 2026.

Tips on Submitting Your Benefit Changes

THINGS TO DO

- **Complete your benefits enrollment on Hub+ no later than October 30, 2026.**
- **Check your benefits confirmation to ensure that your changes have been made correctly.** This is your confirmation that your elections were properly submitted and received. Print and save the 2027 Employee Benefit Enrollment and Change Confirmation from the Benefits tile by—
 1. clicking **View All Enrollments**, and
 2. selecting **Print All Benefits**.
- **Scan and upload any required supporting documentation to Hub+ via Document Records.** If you are unable to scan and upload the required supporting documentation to Hub+, you will need to submit this information to the Employee and Retiree Service Center (ERSC) in **one** fax or email no later than Wednesday, November 4, 2026. Note: All documentation must be translated to English prior to downloading it or submitting it to ERSC.
- **Include your name and employee identification number on supporting documentation.** When submitting hard copies of supporting documentation, please display your name and employee identification number prominently in the upper-right corner of each page.
- **Keep a copy of your confirmation statement**

THINGS NOT TO DO

- **Call or email ERSC for confirmation that you have submitted your online benefits enrollment.**
- **Fax supporting documentation during the final 48 hours of Open Enrollment,** when fax traffic is heaviest.
- **Send multiple emails or faxes.** ERSC receives many documents during Open Enrollment; if your supporting documents are separated, ERSC staff will be unable to attribute them to you.
- **Attempt to send a paper enrollment form.** Benefit enrollments during Open Enrollment are conducted online only. Paper enrollment form submissions will NOT be accepted.