

# Enrollment Process



**West Valley - Mission**  
Community College District

Benefit election changes must be made using **SmartBen**, our online enrollment tool. The site is accessible via the internet at <https://wvm.smartben.net> and can be accessed 24 hours a day, 7 days a week.



- > Your SmartBen username is your Banner ID (G0 + employee ID)
- > Your password is whatever you have chosen in the past. If you cannot recall, you may use the Reset Password link. The Reset Password link requires that you enter your username and birthdate in the following format: MM/DD/YYYY (must include forward slashes)

When making changes in **SmartBen**, you must click through all the screens until you receive a Congratulations message at the end. If you do not reach this last stage, your changes remain **"In Process"** and you still need to **"Complete"** them.

When adding a dependent to your plan for the first time, you must provide a copy of your marriage certificate for a spouse or a copy of the birth certificate for a child.

If you increase your voluntary life coverage more than is allowed at open enrollment, you will be approved for the allowed amount only and any additional amount will be declined.

Employees enrolling or re-certifying for Cash-in-Lieu should complete the CalPERS HBD-12 waiver form ([HBD-12](#)) and provide proof of other group medical coverage.

