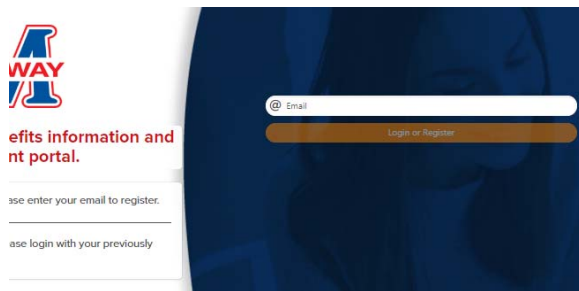


How to enroll using TBX

1. Use the link:

<https://my.tb360.com/midwayisd>



2. Enter your **Midway** email.

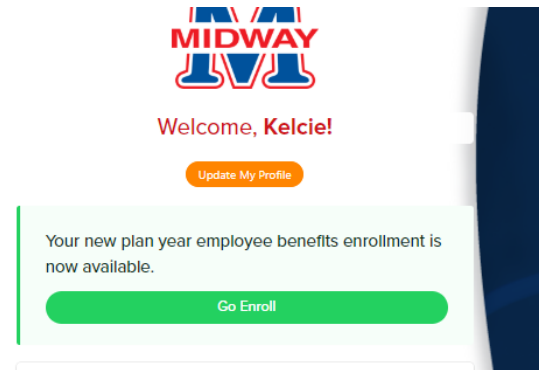
The Login Register bar should turn **ORANGE**.

3. Fill out the requested information.

A screenshot of the registration form. It features several input fields: '@', 'First Name', 'Last Name', and 'Mobile'. Below these are two opt-in sections: 'Send me emails about my employer's benefits program.' with 'Yes' selected, and 'Send me text messages about my employer's benefits program.*' with 'Yes' selected. A note below reads '* Carrier message and data charges may apply.' There is also a language selection dropdown set to 'English'. At the bottom, there is an orange 'Register' button, which is pointed to by a red arrow.

4. Click the **ORANGE** “Register” Button at the bottom once complete.

5. Click the **GREEN** “Go Enroll” button on the left hand side.



6. You will be prompted to log in.

A screenshot of the login page titled 'YOUR ONLINE BENEFITS ADMINISTRATION PORTAL'. It features two input fields for 'Username' and 'Password'. There is a 'Forgot Password' link and an orange 'Admin Login' button. At the bottom right, there is a link for 'Enrollment Site'.

7. To log in:

Your username will be your employee id number or your social security number.

Your password or pin will be the last 4 of your ssn followed by the last 2 of your birth year.

Contact Kelcie Griggs with any questions.
254-761-5610 or
kelcie.griggs@midwayisd.org