

Welcome

ANNUAL ENROLLMENT EVENT

 You must complete your enrollment by 12/06/2019.

Completing this enrollment event allows you to make elections, add dependents and beneficiaries.

[CONTINUE](#)

[CANCEL AND CONTINUE TO MY DASHBOARD >>](#)

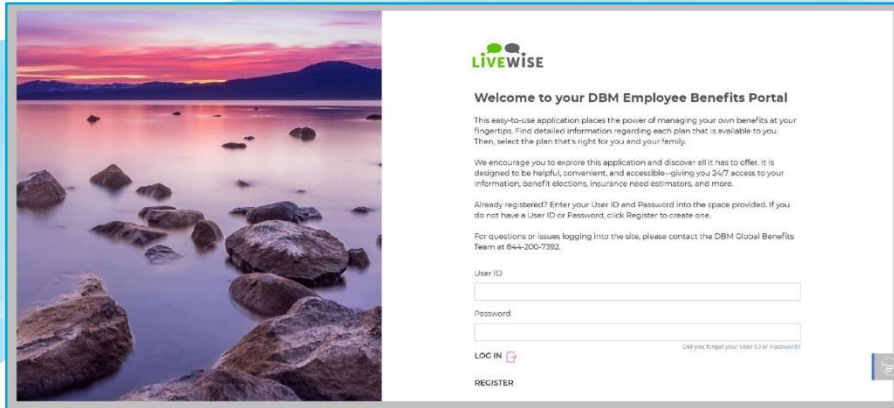


Step by Step Enrollment Guide

This guide explains our online benefits enrollment portal. Use it to reference key steps that maximize and lock in your benefits.



Start by Registering Your User Account.



1. Visit enrollment portal and create your User ID and Password.
2. Click on **REGISTER**.
3. Enter your
 - First, Last Name (legal name)
 - Date of Birth
 - Social Security Number

— — CLICK **NEXT** WHEN FINISHED — —

4. Add a new User ID
(*personal email address, for example*).
5. Create a new Password with at least:
 - eight characters
 - one letter
 - one number
 - one symbol (i.e., * & + # \$)

6. Set a security question and answer (at least six characters), in case you forget your password.

— — CLICK **NEXT** WHEN FINISHED — —

7. Read the terms of service agreement. To continue enrolling, click I AGREE at the bottom of the page.

NOTE

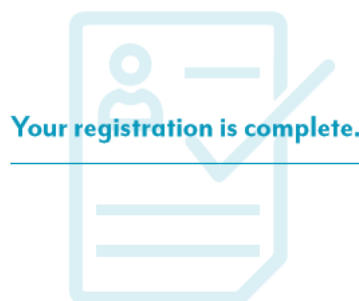
You only register once. Return and log in with your User ID and Password. Our portal recognizes you.

YOU WILL NEED TO HAVE THE FOLLOWING INFORMATION HANDY TO COMPLETE ENROLLMENT.

Provide eligible dependents' and beneficiaries':

- Full legal names
- Dates of birth
- Social security numbers (SSN)

Your registration is now complete!



Get Ready to Enroll for Your Benefits.

LAUNCH YOUR 2020 ANNUAL ENROLLMENT

- You will log in and see a pending event screen. (fig. 1)
Click on message of “you have items to complete”.
- Follow the prompts in each step.
- An indicator on the right side of portal will reflect and show your progress per step.

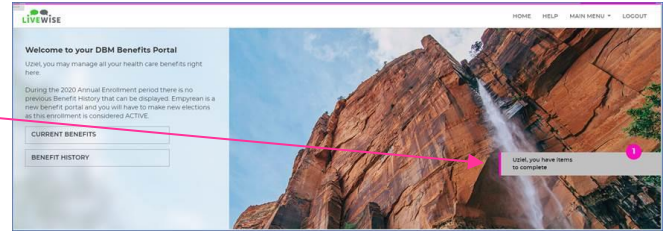


figure 1

MY INFORMATION STEP — Me (fig. 2)

- Review your personal information.
- Click the **EDIT** button to make changes to your personal email only.
- Should you find an error with your personal information, please contact Benefits Team.

— — Click **MY INFO LOOKS CORRECT** when finished — —

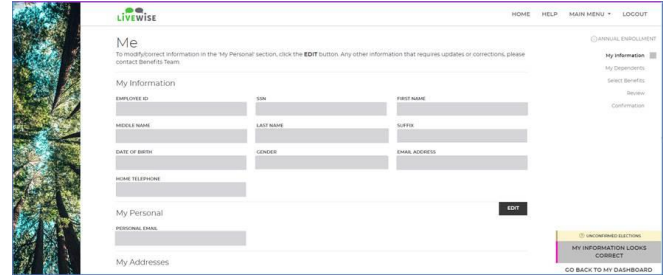


figure 2

TOBACCO QUESTION — (fig. 3)

- This question is being asked if you’re choosing the Critical Illness or Voluntary Term Life plan. For Critical Illness, the question applies to both employees and their spouses. For Voluntary Term Life, it only applies to employees.



figure 3

MY DEPENDENTS — My Family (fig. 4)

- To cover your legal spouse and/or dependent child(ren), Click **ADD NEW**.
- Click the **pencil icon** to make changes.

— — CLICK **I'M DONE WITH DEPENDENTS** WHEN FINISHED — —

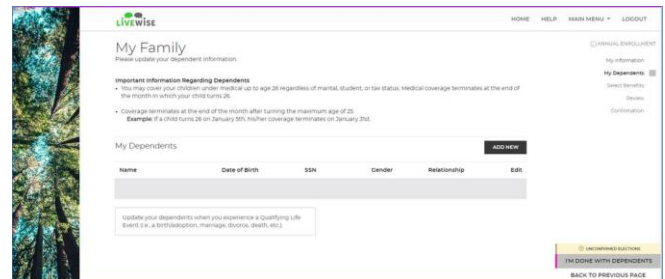


figure 4

SELECT BENEFITS STEP — Select Your Benefits plans (fig. 5)

- Review benefit details on each tile (Plan Selected, Cost Per Week, etc.)

To make an election for example...

- Select **CHANGE** box on the tile. You choose a plan then you assign a dependent you would like to cover.

Click the checkbox next to the plan you want.

SELECT BENEFITS STEP — Continue Selecting Benefits

- Click **CHANGE** on another benefit tile to select or update a plan.
- Repeat until all available benefits are selected or waived.

— CLICK **I'M DONE SELECTING BENEFITS** WHEN FINISHED —

EVENT REVIEW STEP — Review Beneficiary Allocation (fig. 6)

- Review, update or change designated beneficiaries.
- Click **ADD NEW BENEFICIARY** to add one.
 - Click on the **pencil icon** to edit data.
 - To delete a beneficiary, click on the **X icon**.
 - Click on **CHANGE ALLOCATION** to change allocations.

— CLICK **I'M DONE WITH BENEFICIARIES** WHEN FINISHED —

EVENT REVIEW STEP — Final, Review Elections (fig. 7)

- Carefully review cost summary, benefit elections, and dependent data for accuracy.
- Click the **pencil icon** to make changes.

— CLICK **SUBMIT MY ELECTIONS** WHEN FINISHED —

One last pop-up message appears. (fig. 8)

- To continue reviewing or updating click on **DENY** ...or
To confirm your enrollment click **ACCEPT**.

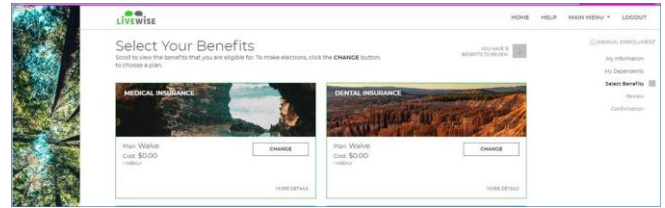


Figure 5

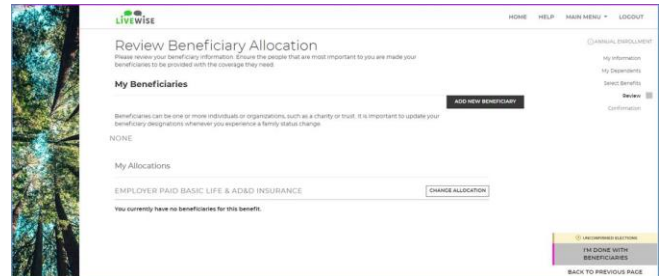


figure 6

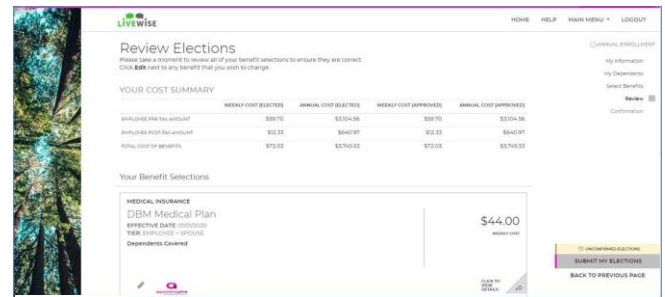


figure 7

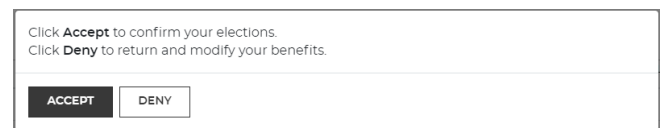


figure 8

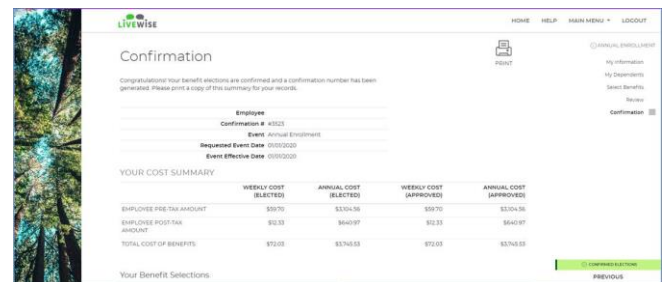


figure 9

Return to view your benefits often as you need to!

