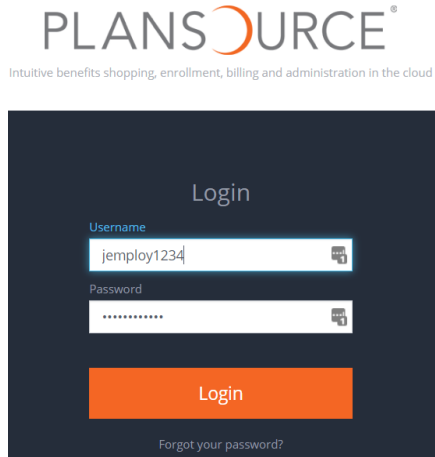


EMPLOYEE ENROLLMENT GUIDE

Before you begin enrolling in your benefits, you will need to have the following information on hand.

- Your social security number and social security numbers of your eligible dependents.
- Your date of birth and the dates of birth for your eligible dependents
- Beneficiary Information for your Life/AD&D and Voluntary Life Plans



Step 1: Access and Log On

Type or paste the link into your web browser's search bar:
<https://benefits.plansource.com/logon>

USERNAME: First initial of your first name, the first six characters of your last name and the last four (4) digits of your SSN.

Example: John Employee – SSN – 000-00-1234
User name would be jemploy1234

PASSWORD: The first time you log in, your password will be your birth date in the format YYYYMMDD.

Example: February 7, 1975 would be 19750207.

First time users will be prompted to change their password. Enter the new password and click save.

Manage your profile

Make sure we have it right!

This info is used for your paycheck, taxes and ID cards. Required fields are marked with an asterisk (*).

Manage your family members

View, add, edit or remove family members here. If you add a new family member, the family member won't be added to your benefits automatically. You still need to add the family member to any applicable benefits.

Current Family Members

<p>Warren Lents Spouse Born 03/29/1964 View Details Remove Edit</p>	<p>Tamar Lents Child Born 04/08/2000 View Details Remove Edit</p>	<p>+ Add Family Member</p>
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Step 2: Review Profile & Dependent Information

Fields with an asterisk are required.

- Verify Personal Information and make changes if needed.
- Click, Next: Review My Family. On this page you can add, edit or remove dependents.


Select a Plan

Current Plan	Recommended Plan	Local Plus HDHP
Choice HDHP: \$5,000 \$80.77 Per Pay Period	Open Access Plus: \$500 \$126.92 Per Pay Period	Local Plus HDHP: \$2,700 \$66.92 Per Pay Period
Deductibl... \$5,000 / ...	Deductibl... \$500/\$1,...	Deductibl... \$2,700 / ...
Coinsuran... 80% / 20%	Coinsuran... 80%/20%	Coinsuran... 80% / 20%
Out-of-Po... None	Out-of-Po... \$5,000/\$...	Out-of-Po... None
<input type="checkbox"/> Compare	<input type="checkbox"/> Compare	<input type="checkbox"/> Compare


Step 3: Shop for Benefits

- The first screen is the Certification and Authorization screen. Click 'I Agree' and 'Confirm'.
- Select family members to add to coverage then click 'Confirm.'
- **View a Plan:** If you would like to quickly view a particular benefit plan's cost per pay period, simply click 'View Plan'.
- **Compare Plans:** Check the compare box below the plans you want to compare and click 'Green Compare Box.'
- **Enroll in a Plan:** To select a medical plan, click 'View' and Update Cart. Or, click 'Decline' to waive enrollment. To select Dental and/or Vision – Confirm Plan or Decline.

Beneficiaries

 [Edit Beneficiaries](#)

Primary Beneficiaries

 Warren Lents (100.0%)

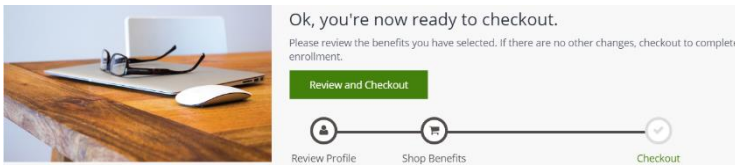
STEP 4: Add or Update Beneficiaries

If you have selected a plan that requires a beneficiary, i.e. Life, AD&D, you will be prompted to complete the fields on the Beneficiary screen. Please complete all information for both primary and secondary (if necessary) beneficiaries.

- To begin, click 'Add Beneficiary' to add a new record.
- Complete the information requested in the beneficiary record.
- Finally, designate a percentage for each primary and secondary beneficiary (if applicable).
- When you have completed this information, click 'Save' at the bottom of the screen.

STEP 5: Benefit Confirmation Statement

- After all screens have been completed, click 'Review and Checkout' at the bottom of the screen. This will take you to a summary of your benefit elections.
- You can adjust your plan selections until your enrollment period is closed. If you need to adjust your elections, click, 'Change Plan' next to the benefit you want to change.
- After all adjustments are made click, 'Checkout'.



CONGRATULATIONS! YOU HAVE COMPLETED THE ENROLLMENT PROCESS AND CONFIRMED YOUR BENEFITS.