

# Enrollment Instructions

## EMPLOYEE GUIDE TO ENROLL IN BENEFITS WITH THEbenefitsHUB

THEbenefitsHUB gives you access to your benefits 24 hours a day, 7 days a week from anywhere that you have Internet access.

This guide is meant to see you through the simple enrollment process page-by-page, taking you through your enrollment screens and providing information on how to efficiently complete your enrollment walkthrough.

### Logging In

#### Employee Usage Agreement:


The Employee Usage Agreement is displayed when you login to the system as an employee. Read this section carefully as it contains disclaimer information and requires an “Electronic Signature”. By clicking the **Continue** button, you are agreeing to the terms.

- **Change Password:** When logging in for the first time, you will be prompted to update your password following your company’s password policy. Once your new password has been set, click the **Save & Continue** button.

### Demographic Information



The **Employee Information Entry** process requires you to enter demographic information. You will need to review any pre-filled information for accuracy. Complete new or missing information and click on the **Save & Continue** button when you are ready to proceed to the next step.

*Please Note: All fields in **BOLD** are required.*

- **Personal Information:** Enter an email address if you have one. If you need to use the Forgot Password link on the Login page, the system will deliver your new login credentials to this email address.
- **Emergency Information:** Enter an emergency contact and the preferred contact method.
- **Dependent Information:** To add a dependent, click on the **+** icon. To edit an existing dependent, click on the  icon or the name of the dependent listed. Click on the **Save** button after successfully adding information for each dependent. *Please make sure to indicate if your child is a full-time student and/or claimed on your tax return as this could affect eligibility on some benefit plans.*
- To revisit any of the sections mentioned select the **Back** button to return to the previous section.

### Benefits Enrollment

When you have completely entered all of your personal and dependent information, you will begin your online enrollment for any of the benefits in which you are eligible. Each benefit will appear on individual pages for your review. Choose your election and then click the **Sign & Continue** button to proceed to the next benefit.

- **View Benefit Descriptions:** To view, click on the [View Plan Outline of Benefit](#) link or the  icon next to the name of the plan you would like to review. This shows a plan summary and any available links or documentation related to this plan.
- **View Plan Cost:** Click on the checkbox next to each eligible family member or choose the coverage level you would like. The cost will automatically appear in the box to the right of the members’ names. Additionally, the “Election Summary” box will be updated as coverage adjustments are made.
- **View Total Plan Cost:** While selecting plans, the cost will automatically adjust in the “Election Summary” box in response to your selections.
- **Forms:** *One or more of your Benefit Plans may require a paper form to be submitted with the Insurance Carrier.* If this is the case, THEbenefitsHUB will prompt you to print the necessary forms during your online enrollment session.
- **View Important Plan Information:** Your benefits administrator will spotlight the importance of specific features in a plan or add any disclaimers that may be necessary in the “Plan Information” section. You may expand/collapse this information by clicking anywhere on the section.
- **Product Summary Video:** Videos are placed throughout the benefit election process. You can access product videos that explain the purpose, function and importance by clicking on the  icon when available.

## Beneficiary Information

Beneficiaries are required. You will need to choose a beneficiary *for each* applicable plan.

## Consolidated Enrollment Form

### Consolidated Enrollment Form:

This form signals the end of your enrollment walkthrough and will display information from each of the sections listed above, including personal and enrollment information. You may make changes to anything that is incorrect by clicking on the [Benefit Plan](#) name. Once you are finished with the enrollment process, you will be sent to the “Employee Menu” where you may make changes. (See *Employee Menu section*)

*When you have completed your benefit selections, click the  button and you will be redirected to the Employee Menu screen.*

## Employee Menu

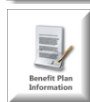
After you have completed your enrollment in the system, you will see the following Employee Menu icons:



**Personal Information:** You can access and edit information by selecting the menu items under [Personal Information](#). This section will also allow you to change your [Password](#).








**Dependent Information:** You can access and edit information for **Dependents** in this section. *Make sure the HR Department knows of any changes made as this may change eligibility status or give an opportunity to change enrollment in certain benefits!*



**Benefit Plan Information:** You can access and view benefits in this section. You will not be able to change benefit elections unless it is during your annual enrollment period. See a **quick overview** of all your elected information on the [Consolidated Enrollment Form](#).

## Navigation and Information Entry Tips...

Below are tips to help you familiarize yourself with the THEbenefitsHUB:

- **HELP?** If you need assistance during the enrollment process, select [HELP](#) located at the upper right corner of the screen.
- **BACK & FORTH:** Please do not use the web browser’s “back” or “forward” arrows while in the system. Use the navigation buttons in the THEbenefitsHUB instead:  
- **REQUIRED INFORMATION:** As noted on each screen, the **BOLD** items are required to allow continuation to the next page. The more information entered, the better the system will work for you; but you may skip non-bolded items if they do not apply.
- **MOVING ON:** When each election page is complete, go to the bottom of the page and select the  button.
- **UNABLE TO FINISH?** If for any reason you are unable to complete the enrollment process you may [LOGOUT](#) and login at a later time. When you login again, you will walk through the same process. The information previously entered will be stored.
- **WHAT ARE THOSE SYMBOLS?** If you “toggle” the cursor/arrow on the icons, the definition of the icons will be revealed.  
 = Edit  = View
- **LINKS...** Any [words, names or phrases with your company’s primary color that becomes underlined](#) when you click the highlighted link it will take you to designated section.
- **SCREEN NAVIGATOR:** This line is at the top of your screen. You may click on the links to quickly jump back to those previous screens.