

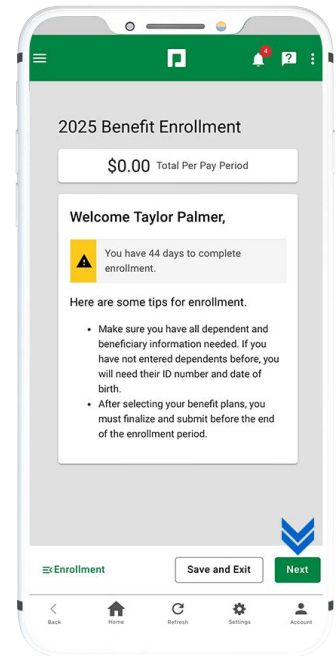
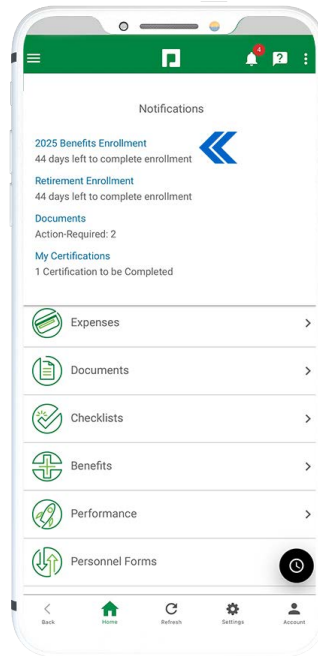
Show Me How

to Enroll in Benefits

BENEFITS ADMINISTRATION

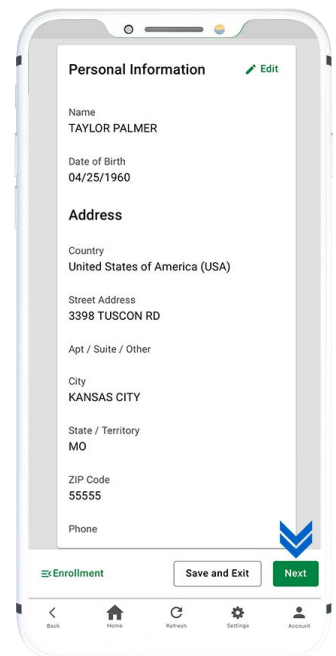
STEP 1

From the Notifications Center, tap the current year's Benefits Enrollment. Review the instructions and tap "Next."



STEP 2

Review your information. Tap "Edit" to make changes or "Next" to continue.



EMPLOYEES

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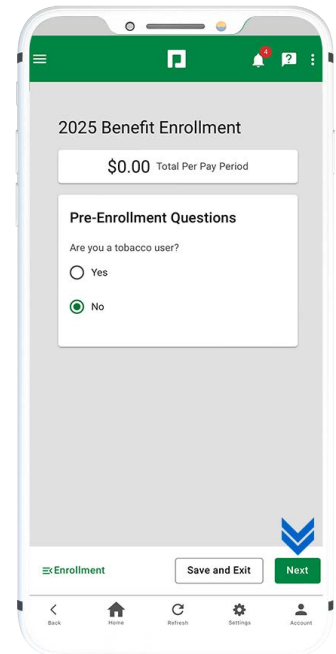
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BENEFITS ADMINISTRATION

STEP 3

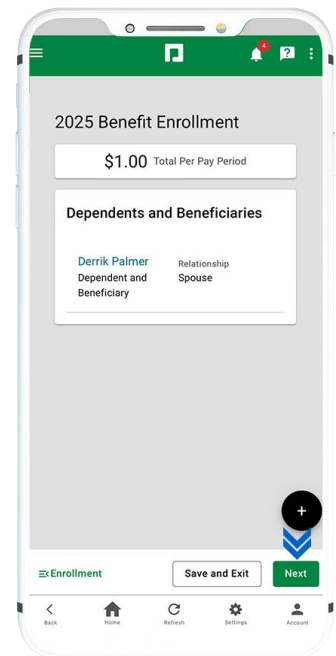
Complete the Pre-Enrollment Questions and tap "Next."



STEP 4

View and update dependents and beneficiaries. Once complete, tap "Next."

To edit dependent and beneficiary information tap the blue hyperlink. To add a new dependent or beneficiary tap the plus sign.



EMPLOYEES

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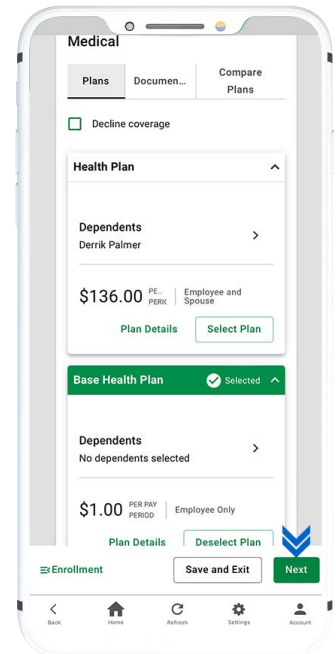
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BENEFITS ADMINISTRATION

STEP 5

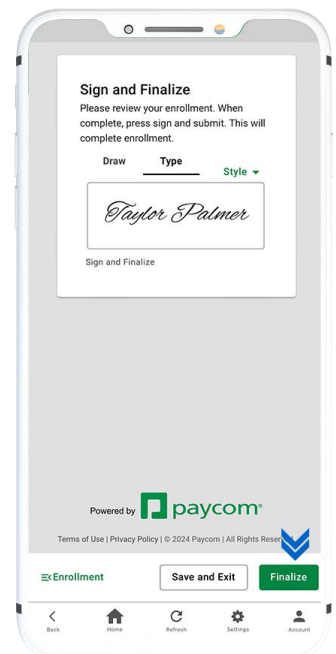
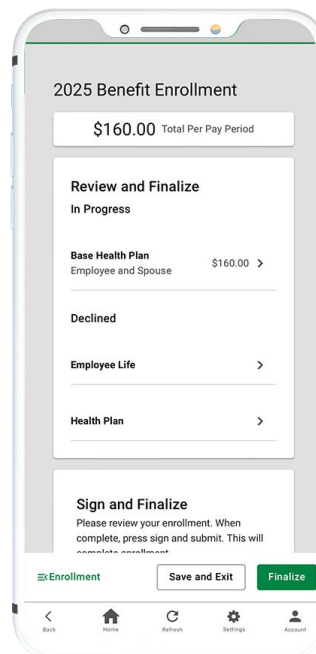
Choose to enroll in or decline a plan by checking the appropriate option. When finished, tap "Next."
Continue for each benefit plan.



STEP 6

When finished, review your enrollment and sign the document. Then, tap "Finalize."

To view your current benefits at anytime, navigate to Benefits > My Benefits.



EMPLOYEES

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