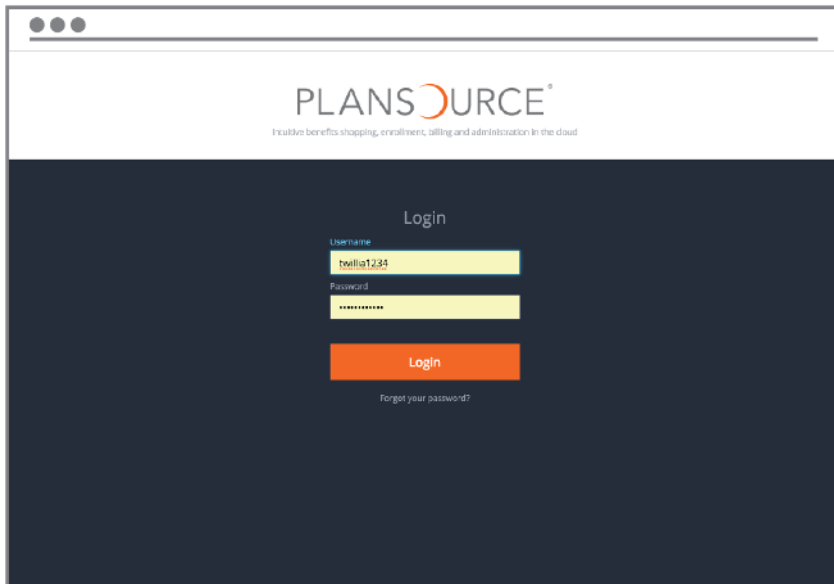


Open Enrollment Instructions

To enroll in benefits, go to: www.plansource.com/login.

Login Page

Enter your username and password.

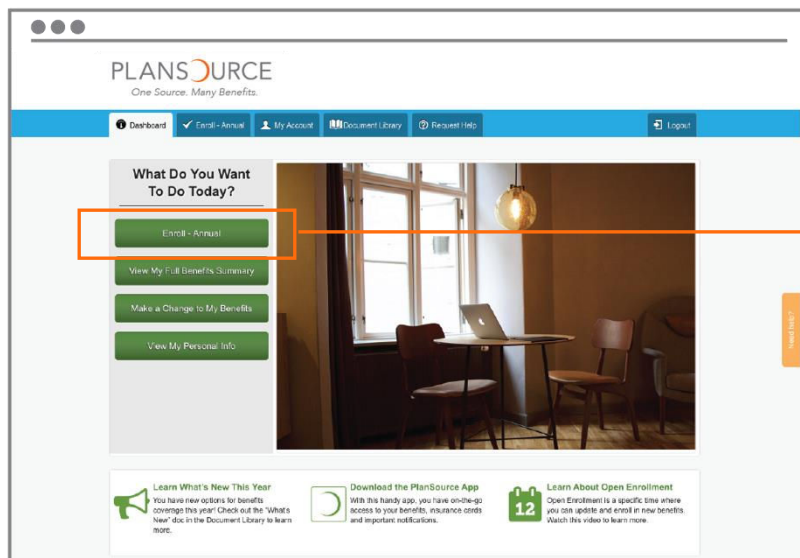


Username: Your username is the first initial of your first name, up to the first six letters of your last name, and the last four digits of your SSN.

For example, if your name is Taylor Williams, and the last four digits of your SSN are 1234, your username would be twillia1234.

Password: Your initial password is your birthdate in the YYYYMMDD format.

So, if your birthdate is June 4, 1979, your password would be 19790604. The first time you log in, you will be prompted to change your password.



Dashboard

On the dashboard page, select "Enroll – Annual" to begin.

Enroll in Benefits

Follow each step in the enrollment process from top to bottom. Each step will open a new page.

Open Enrollment

Open enrollment is your opportunity to shop and enroll in benefits for you and your family. While you shop, you can watch short videos that explain each type of benefit and help you make more informed choices. Watch this video to learn more about Open Enrollment.

Understanding Benefits: What is Open Enrollment?

Your Cost
\$136.43
Per Pay Period

6 Days Left
Days Left To Enroll

My Benefits

Medica	\$126.92	✓
Basic Employee Life	\$0.00	✓
Basic Long Term Di...	\$2.45	✓
Voluntary Employe...	\$2.08	✓
Identity Theft Prote...	\$5.98	✓

1 Your Info
In this step you will review and if necessary, update your personal information. You will only be allowed to update the information allowed by your administrator. **Completed**

2 Your Dependents
In this step you will verify and/or update your dependents. All dependents that you plan to include in your benefit elections need to be added in this step. **Continue**

3 Enroll in Your Benefits
In this step you will make all of your benefit elections. You will be allowed to make benefit selections for all of the benefits for which you are eligible. **Pending**

4 Documents
In this step you will upload any supporting documents for your elections. **No Documents Requested**

5 Summary and Review
In this step you will review all of your elections and have the option of emailing yourself a confirmation summary of your benefit elections. **Pending**

This is the amount of money that will be taken out of your paycheck. As you are making elections, this amount will automatically update.

A summary of your benefits elections will be displayed here.

In some cases, you may need to add additional documentation. You may move on to the next step, but it will need to be added for you to be covered.