

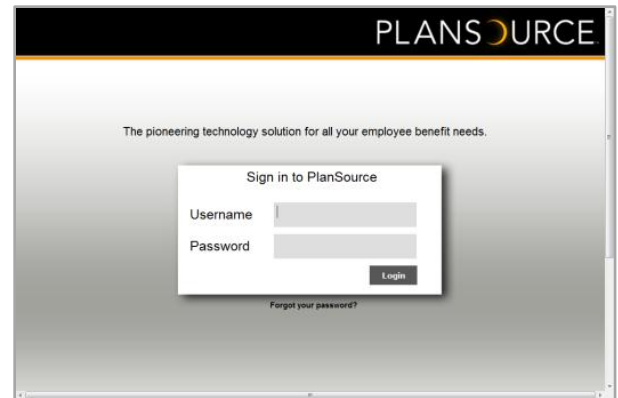
## ONLINE OPEN ENROLLMENT INSTRUCTIONS

### 1. Login

**ENROLLMENT URL:**

<https://benefits.plansource.com>

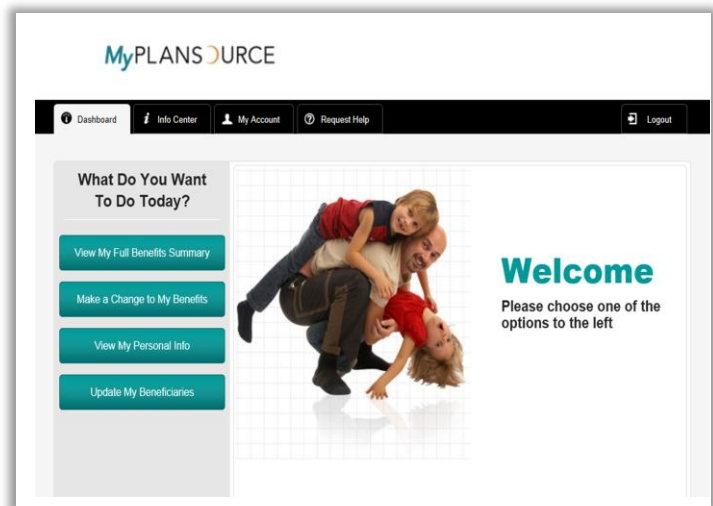
- USERNAME:** Your user name is the following: the first initial of your first name, up to the first six characters of your last name, and the last four of your SSN. For example: If your name is Jane Anderson and the last four of your SSN is 1234, your user name would be janders1234
- PASSWORD:** Your birthdate in YYYYMMDD format. For example: If you birthdate is August 14, 1962, your password would be 19620814. At initial login, you will be prompted to change your password. All previous passwords will reset to the above format on October 20th.



### 2. Launch Enrollment

- Click on **“Make a Change to My Benefits”**

Click on **“Enroll –Annual”** to begin the annual open enrollment process. Be sure to verify all personal information is correct.



### 3. Enroll

- Follow the enrollment through each step of the enrollment process from top to bottom
- In making your elections, choose the plan option of choice or select the “Decline” option (full-time employees may not decline coverage) and then select “Continue” after each election has been made until you reach the confirm page.

The screenshot shows the 'Step 3: Your Benefits' section of the enrollment process. It includes a progress bar at the top with steps: Step 1: Your Info, Step 2: Your Dependents, Step 3: Your Benefits, and Step 4: Your Summary. On the right, a sidebar displays 'Your Cost' at \$3.67 per pay period, '28 Days Left' to enroll, and 'My Benefits' with three items: Employee Assistance (\$0.00), Basic Employee Life (\$0.00), and Basic Long Term (\$3.67), all with green checkmarks. The main content area is titled 'Select your Medical Plan' and lists key features: guaranteed coverage at the most affordable rate, lower costs by securing discounted rates, and protection for finances and health. It also notes that the cost of health care is rising and advises reviewing plan details for specific coverage information. Below this, there are tabs for 'Documents' and 'Information'. A section titled 'Your current selection for this benefit is:' shows 'Not Covered in Plan...'. At the bottom, there are 'Back' and 'Continue' buttons.

### 4. Confirm Enrollment Selections

- Once you complete all coverage elections, you will land on the Confirmation Statement. Click the “Confirm Enrollment” button at the bottom of the page to complete your enrollment process.

The screenshot shows the 'Step 3: Your Benefits' confirmation page. It features a progress bar at the top and a sidebar on the right with 'Your Cost' at \$185.94 per pay period, '28 Days Left' to enroll, and 'My Benefits' with a list of selected and available options: Medical (\$102.93), Dental (\$4.18), Employee Assistance (\$0.00), Basic Employee Life (\$0.00), Voluntary Expense (\$0.00), Voluntary Expense (\$1.38), Basic Long Term (\$3.67), General Plans (\$0.00), and Health Care Plan (\$0.10). The main content area is divided into sections: 'Your Information' (Name: John Doe, HRN: 2013-09-01, Address: Anywhere, ID: 83814 United States), 'Your Dependents' (Spouse: T Doe, Age: 33, Gender: F, Relationship: Spouse), 'Medical' (Anthem PPO - Non CA - Employee + 1, Start Date: 09/01/2013, Yearly Cost: \$102.93, Employee Cost: \$37.39), 'Dental' (Guardian EPO - Employee Only, Start Date: 09/01/2013, Yearly Cost: \$4.18, Employee Cost: \$2.39), 'Vision' (Decline - Decline, Original Effective Date: 09/01/2013), 'Health Care Reimbursement Account' (Health Care Reimbursement Account, Employee, Start Date: 09/01/2013, Yearly Cost: \$0.00, Employee Annual Target: \$1,000.00), and 'Dependent Care Reimbursement Account' (Decline - Decline, Original Effective Date: 09/01/2013, Yearly Cost: \$0.00). At the bottom, there are 'Back' and 'Confirm' buttons.