

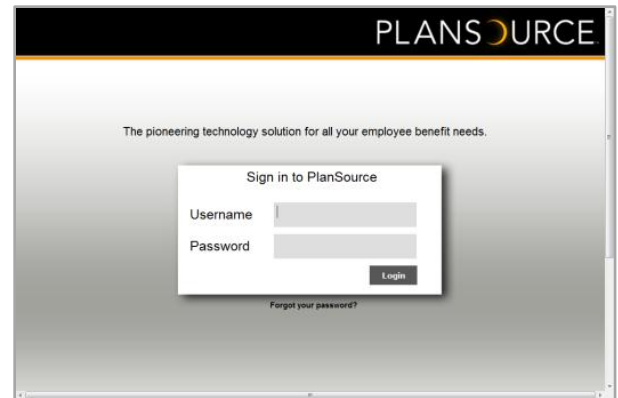
ONLINE OPEN ENROLLMENT INSTRUCTIONS

1. Login

ENROLLMENT URL:

<https://benefits.plansource.com>

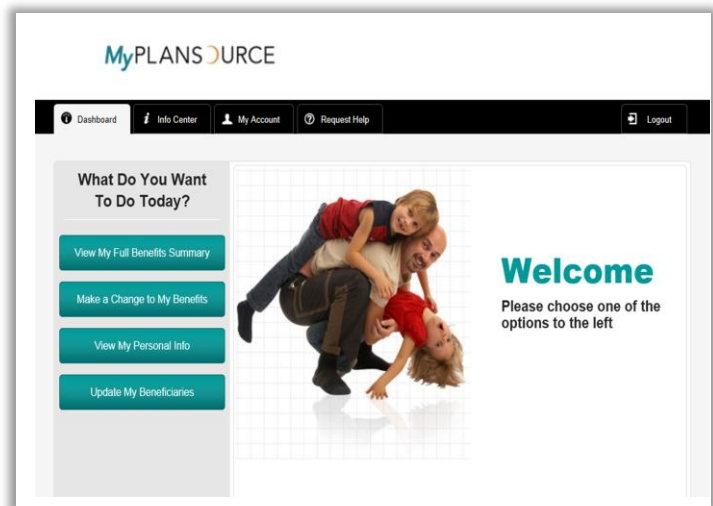
- USERNAME:** Your user name is the following: the first initial of your first name, up to the first six characters of your last name, and the last four of your SSN. For example: If your name is Jane Anderson and the last four of your SSN is 1234, your user name would be janders1234
- PASSWORD:** Your 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.

This screenshot shows the 'Select your Medical Plan' step. It includes a progress bar at the top with steps: Step 1: Your Info, Step 2: Your Dependents, Step 3: Your Benefits (current), and Step 4: Your Summary. On the right, a 'Your Cost' summary shows \$3.67 per pay period and 28 days left to enroll. Below, there are sections for 'My Benefits' with checkboxes for Employee Assistance, Basic Employee Life, and Basic Long Term. The main area is titled 'Selecting a group Medical Plan provides:' and lists benefits like guaranteed coverage and lower costs. A table below shows plan details for 'Anthem PPO - Non CA', including deductibles and office visit costs. 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.

This screenshot shows the 'Confirm Enrollment Selections' page. It features a progress bar at the top with steps: Step 1: Your Info, Step 2: Your Dependents, Step 3: Your Benefits (current), and Step 4: Your Summary. The 'Your Cost' summary on the right shows \$185.94 per pay period and 28 days left. The main content area is divided into sections: 'Your Information' (Name: John Doe, HRN: 2013-09-01), 'Your Dependents' (Spouse: T Doe), 'Medical' (Anthem PPO - Non CA - Employee + 1), 'Dental' (Guardian DPO - Employee Only), 'Vision' (Decline - Decline), 'Health Care Reimbursement Account' (Decline - Decline), and 'Dependent Care Reimbursement Account' (Decline - Decline). A table at the bottom shows the total costs for the pay period. At the bottom of the page, there are 'Back' and 'Confirm' buttons.