

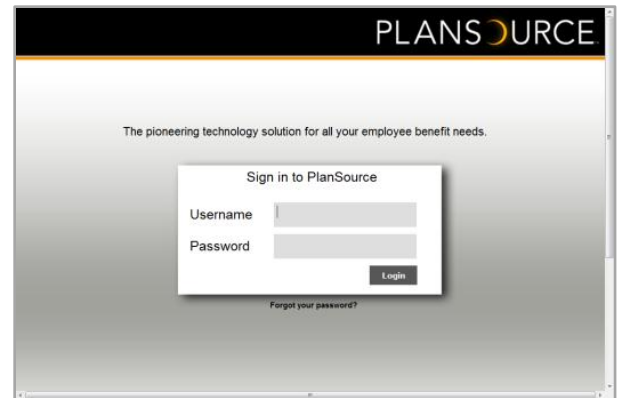
ONLINE ENROLLMENT INSTRUCTIONS

1. Login

ENROLLMENT URL:

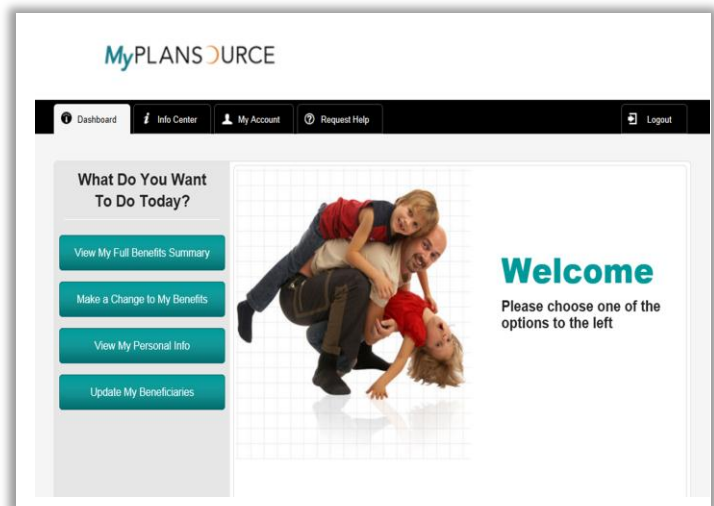
<https://benefits.plansource.com>

- 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 your birth date in YYYYMMDD format. For example: If your name is Jane Anderson and birthday is August 14, 1962, your user name would be janders19620814
- 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



2. Launch Enrollment

- Click on **“Make a Change to My Benefits”** to begin. If you are a new hire – this link will say **“New Hire - Enroll”** and during annual enrollment **“Enroll – Annual”**.



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 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 'Select your Medical Plan' and provides information about guaranteed coverage and cost of care. It features a 'Documents' section and a 'Your current selection for this benefit is:' section showing '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.

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. On the right, a 'Your Cost' summary shows \$185.94 per pay period and 28 days left to enroll. The main area is divided into several sections: 'Your Information' (Name: John Doe, HRN: 2013-09-01), 'Your Dependents' (Spouse: T Doe), 'Medical' (Anthem PPO - Non CA - Employee + 1), 'Dental' (Guardian EPO - Employee Only), 'Vision' (Decline), 'Health Care Reimbursement Account' (Decline), and 'Dependent Care Reimbursement Account' (Decline). At the bottom, there are 'Back' and 'Confirm' buttons.