

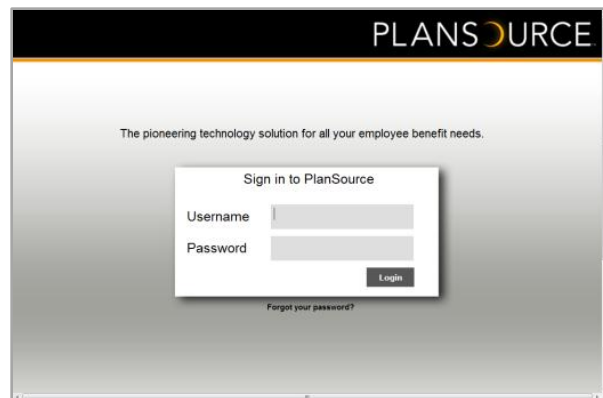
ONLINE ENROLLMENT INSTRUCTIONS

1. Login

ENROLLMENT URL:

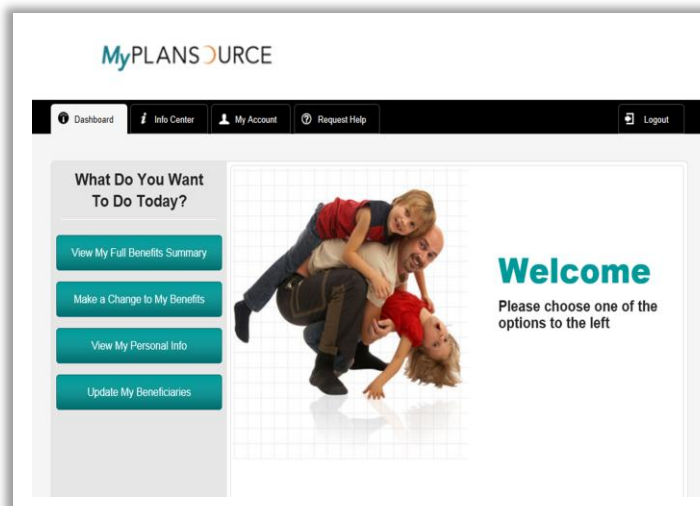
<https://benefits.plansource.com>

- **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 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 your 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.

The screenshot shows the enrollment process at Step 3: Your Benefits. 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. The main content area is titled "Select your Medical Plan" and provides information about the group medical plan, including guaranteed coverage and cost protection. It also displays the current selection as "Not Covered in Plan...". On the right, a sidebar shows "Your Cost" at \$3.67 per pay period, "28 Days Left" to enroll, and "My Benefits" with a list of selected options: Employee Assistance (\$0.00), Basic Employee Life (\$0.00), and Basic Long Term (\$3.67). Below this, there are sections for "Anthem PPO - Non CA" with a table of plan details and options to decline or continue.

PLAN TYPE	COINSURANCE	DEDUCTIBLE	OFFICE VISIT
PPO	In-Network 20% Member; Out-of-Network 40% Member	\$250/Individual, \$750/Family	In-Network \$20/Visit; Out-of-Network 40%

LEVELS	COST
EMPLOYEE ONLY	\$47.68
EMPLOYEE + 1 DEPENDENT	\$102.93

Decline

LEVELS	COST
DECLINE	

Buttons: Back, Continue

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 confirmation statement page. 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. The main content area is titled "Your Information" and displays the employee's name (John Doe), address, and HRID. Below this, there are sections for "Your Dependents" (Spouse: T. Doe), "Medical" (Anthem PPO - Non CA - Employee + 1), "Dental" (Guardian EPO - Employee Only), "Vision" (Cigna - Out-of-Network), "Health Care Reimbursement Account" (Health Care Reimbursement Account - Employee), and "Dependent Care Reimbursement Account" (Dependent Care Reimbursement Account - Out-of-Network). A summary table at the bottom shows the total cost per pay period as \$44.94. At the bottom of the page, there are "Back" and "Confirm" buttons.

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Buttons: Back, Continue