

## **Employee Guide: Benefit Enrollment**

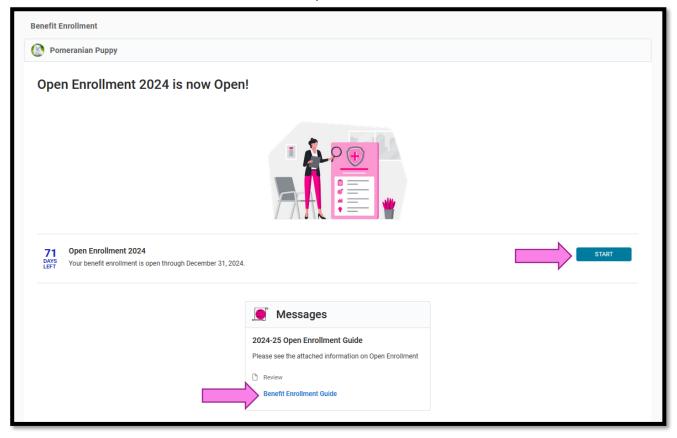
Login: iPhone App Android App Computer

Page 1 of 4

Go to Benefits > Benefit Enrollment.



Click Start. You can also download the Benefit Enrollment Guide. The Guide will also be available through the enrollment process.



Scan for helpful how-to videos about payroll:

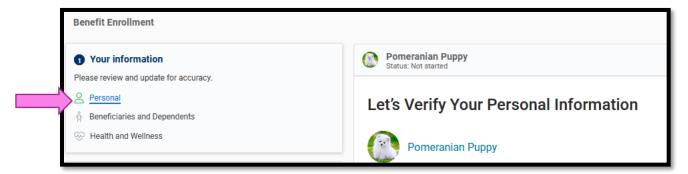




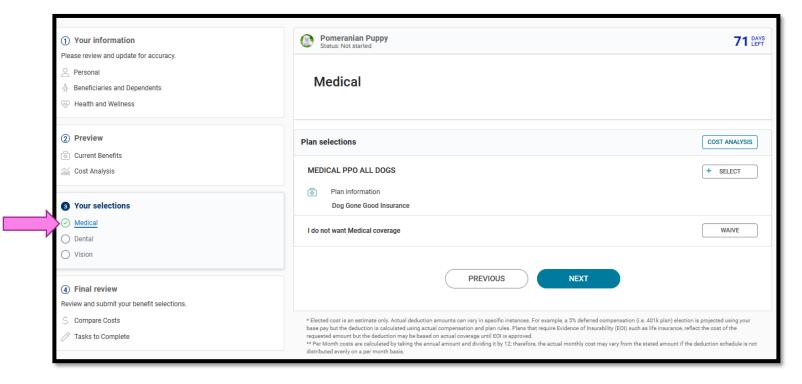
## Employee Guide: Benefit Enrollment Login: iPhone App Android App Computer

Page 2 of 4

Review Personal information, along with Beneficiaries and Dependents. Make any changes or adjustments before continuing with enrollment. You can go back to these screens later to adjust as needed.



Work your way through the different plan options. Start with Medical and go down the list on the lefthand side. As you complete each selection, a green checkmark will appear. In the plan, select the option you want to select, and then you will be asked to select a level of coverage (Employee Only, Employee/Spouse, Empoyee/Child(ren), Family) as applicable. If you choose a coverage beyond Employee Only, you will be asked to select the dependents to cover on the plan.



Scan for helpful how-to videos about payroll:

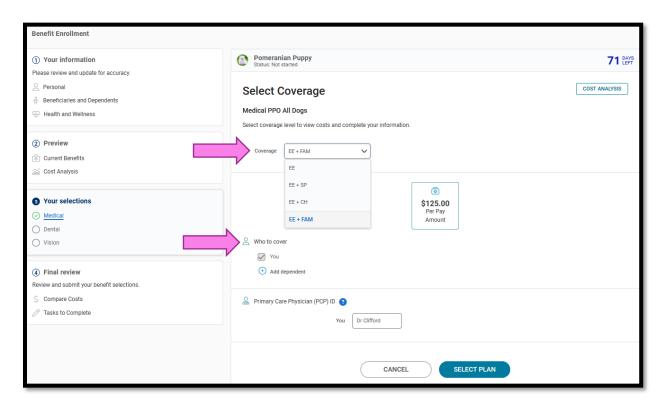




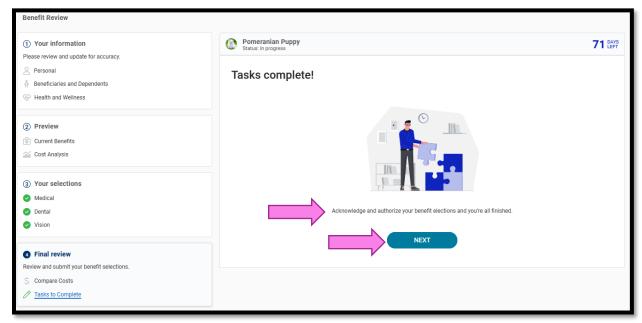
## **Employee Guide: Benefit Enrollment**

**Login:** iPhone App Android App Computer

Page 3 of 4



Once all selections have been made and you have all green checks, you will come to the Tasks Complete screen. If there are outstanding items remaining, they will show here as well. Please note, your selections HAVE NOT been submitted yet. Click the Next button to proceed to the Summary and Submission screen.



Scan for helpful how-to videos about payroll:

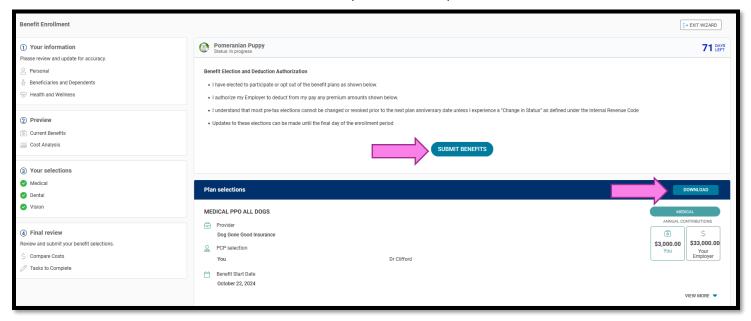




## Employee Guide: Benefit Enrollment Login: iPhone App Android App Computer

Page 4 of 4

Review your selections and download your benefit elections, if desired. Please make sure to click the Submit button to finish off the Open Enrollment process.



Scan for helpful how-to videos about payroll:

