



Spencer Owen

Enrollment Instructions

www.mybensite.com/wwwci

User Name: **wwwci**

Password: **spencer**

You will find important information such as benefit summaries, forms, summary plan descriptions, provider search directories, frequently asked questions, health and wellness resources, and much more. Please review this information thoroughly before entering the Enrollment Wizard portion of our website—it is important that you understand your benefit options *BEFORE* starting the enrollment process. We encourage you to share this information with your spouse to make the best decision for your family.

Before You Begin

- If you are enrolling your spouse and/or children, please have their birth dates and social security numbers ready before you begin. You will also need your marriage license/certificate to add a spouse.

Log In Instructions

- Logging in is a 2 step process. First you enter the Trust website where you can find information about benefits available to you and information about the medical plans. Once you have entered the Trust website, you will be able to complete the 2nd step of the log-in to view your personal information.

Step 1 – Trust website

Go to: www.mybensite.com/wwwci

User Name: **wwwci**

Password **spencer**

Step 2 – To view your personal information

- a) Click on the green “Enroll Now” button on the home screen.
 - b) User ID: This is the first 4 letters of your last name followed by the 4 digit year of your birth. (Example: Joan Jenkins born 9/30/1970 = jenk1970).
 - c) Password: Your 9 digit social security number.
- If your log-in to the personal information section of the website fails, you must close your browser (Internet Explorer, Google, Safari, etc.) and start over.

- ☐ Personal Information – Please verify that all the information is accurate – change or add any information as needed.
- ☐ Dependent Information – If you have a spouse or children that you wish to cover, enter their information here. For a spouse, please upload your marriage license/certificate here.
- ☐ Medical Benefits – Check the box beside the name of each person to be covered and choose a medical plan.
- ☐ Benefits Review – The last step is a review page displaying all your benefit elections. If you wish to make changes to your selections, click on the “Edit” button to update your information. Once you have completed your review, agree to the terms, and click on “Continue” to finalize your Open Enrollment selections.
- ☐ Benefits Confirmation Statement – Following the completion of your online enrollment process, you will have the opportunity to print a Benefits Confirmation Statement for your personal records.

During our open enrollment period, you can revisit the system as often as you would like to make changes to your elections.

In the future, if you have a qualifying life status change (HIPAA Event) such as marriage, birth, adoption, divorce, terminating a dependent or changing coverage for any other qualified reason, you will be permitted to make these changes in our online enrollment system within 31 days of the event.