




Employee Benefits Open Enrollment Instructions

Welcome to our new Online Enrollment Wizard! As you know, your benefits are an important part of your overall compensation. The MASE Insurance Trust and (List School Name) are proud to introduce our simple, convenient online benefits enrollment system that will make enrollment faster and easier than ever before!

Please visit our employee benefits website:

 www.mybensite.com/mase
 **User Name: mase**
 **Password: bremen**

Once inside, 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 dates of birth, and social security numbers — Birth Certificates for the Children — Marriage Certificate AND one other document dated within 60 days showing current relationship status, i.e.; Joint household bill, recent filed Federal Tax return confirming the dependent as your spouse. You will need this information to complete the enrollment process. NOTE: Marriage Certificate & the other document MUST be uploaded as one PDF document.

Getting Started

- 1) To begin, simply click the “Enroll Now” button on the Home Screen.
- 2) Enter your User ID. Your User ID is the first 4 letters of your last name followed by the 4-digit year of your birth. (For example: Joan Jenkins born on 9/30/1970 = jenk1970).

- 3) Enter your employee Social Security Number. You must enter your entire 9-digit social security number to complete the login process.
- 4) If you have trouble accessing the site, please call your benefits administrator.

Enrollment Wizard Process

Once you have logged into the enrollment website, you will go through a series of screens – each screen takes only a few moments to complete:

- ⚙ Personal Information – Please verify that all the information is accurate. If you see any blank fields or need to make changes, please do so on this screen.
- ⚙ Dependent Information – If you have a spouse or children that you wish to cover, please enter their information in this section and upload documents.
- ⚙ Medical Benefits – Make your selection.
- ⚙ Dental Benefits – Make your selection.
- ⚙ Vision – Make your selection.
- ⚙ Basic Life, AD&D and Disability – You will be automatically enrolled.
- ⚙ Beneficiary Information – Enter in beneficiary information.
- ⚙ Benefits Review – The last step is a review page displaying all your benefits elections. We urge you to review your benefit selections. 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.”
- ⚙ Benefits Confirmation Statement – Following the completion of your online enrollment process, you have the opportunity to print a Benefits Confirmation Statement for your personal records.



Can I Make Changes

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 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.



Questions

If at any point during this process you have questions or require technical support, please contact your benefits administrator.

