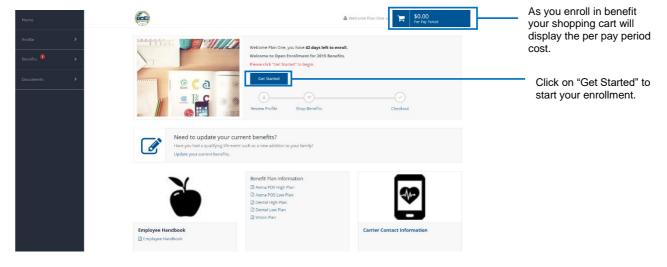
Employee Enrollment Instructions

To access your online enrollment website, go to https://benefits.plansource.com

- **Username:** the first initial of your first name, up to the first six characters of your last name, and the last four of your SSN.
 - Example: An employee named Jane Anderson, with the SSN xxx-xx-1234 would have the username "janders1234".
- Default Password: Your birthdate in YYYYMMDD format.
 Example: A birthdate of August 14, 1962 would result in the password "19620814".

Step 1: Enroll in Benefits

To begin enrollment, click on "Get Started" on the main dashboard.



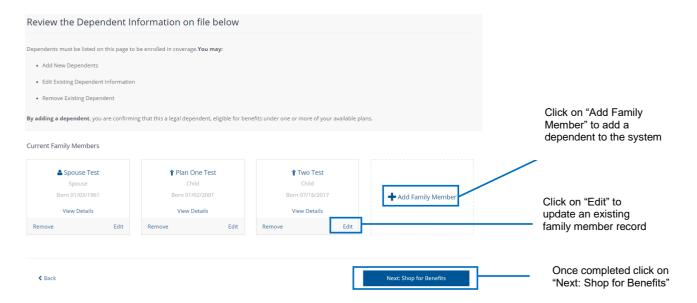
Step 2: Verify Your Personal Information

- Verify your personal information, to add or update available fields click "Edit Info" at the bottom of the page.
 - o Some information may not be editable, please contact your HR Team to have these fields updated.
- Once completed click "Next: Review My Family" on the bottom of the page to move to the next step.



Step 3: Review Your Dependents Information

- Verify your dependents that you would like to enroll in any benefit plans are in the PlanSource system.
- To add any dependents that are missing from the system click on "Add Family Member" and enter in the dependents information.
- To edit an existing dependent on file, click "Edit" in that dependents box
- Once Completed click on "Next: Shop for Benefits"

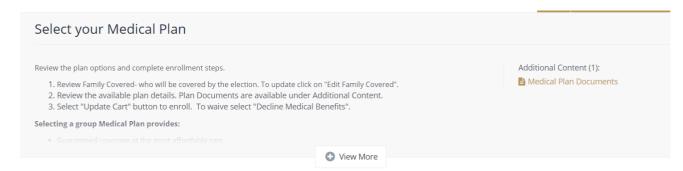


Step 4: Enroll in Benefits

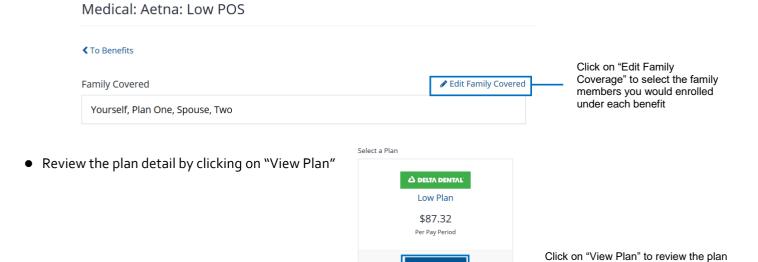
• To start your benefit election, click on the "Shop Plans" button located next to the first benefit available. This will bring you to your first plan.



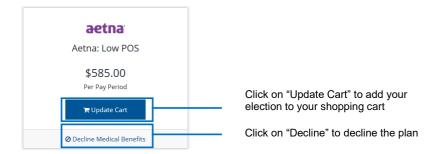
Details and information posted about the plan will be visible at the top of the election page.



 Review the dependents that you would like to enroll in each plan by selecting "Edit Family Coverage" button and selecting the family members you would like to enroll for each benefit.



• Once your enrollment is selected click on "Update Cart" to enroll in the plan or "Decline" to waive coverage.



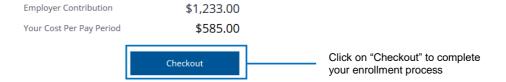
details or enroll

Step 5: Review and Checkout

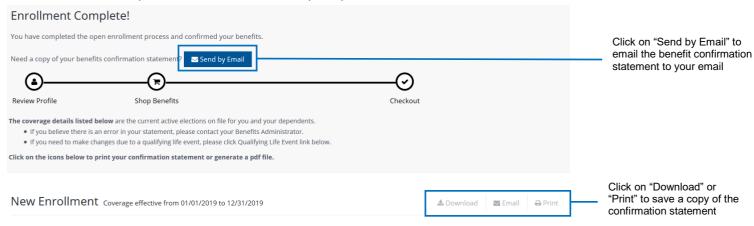
- Once your enrollment is complete click "Review and Checkout" at the bottom of the benefit list.
- This will be your opportunity to review the benefit selections and costs made during the enrollment.
- If any plan selection needs to be revised click "View Plan".



To finalize your elections, click on the "Checkout" button in the confirm and check out screen.
 You will not be enrolled in any plans unless you complete the checkout process. *



• You will have the option to download, email or print your benefit confirmation statement.



Contact Benefits Office with any questions.