

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: pioneer

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).

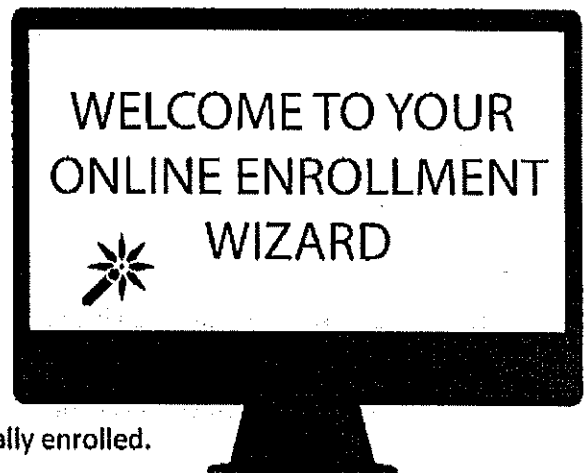
- 3) Enter your employee Social Security Number. You must enter your entire 9-digit social security number to complete the login process.
- 4) If you have trouble accessing the site, please call your benefits administrator.

Enrollment Wizard Process

"Some of the options listed may not apply to you."

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.
- ⊗ Medical Benefits – Make your selection.
- ⊗ Dental Benefits – Make your selection.
- ⊗ Vision – Make your selection.
- ⊗ Flexible Spending Accounts – Make your selection.
- ⊗ Basic Life, AD&D and Disability – You will be automatically enrolled.
- ⊗ Optional Life – Make your selection.
- ⊗ 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.





**MASE Trust Dependent Verification Documents
Required for Dependent Enrollment**

If you are enrolling/adding a spouse or dependent child to your MASE Trust group health Plan coverage, the following information is provided:

Definition of Eligible Dependents

Your Eligible SPOUSE:

- ✓ Your spouse must be recognized under the laws of the State of Indiana

Your Eligible CHILD(REN):

- ✓ Your dependent *child** is eligible for coverage up to the end of the calendar year month in which your child(ren) attains age 26.
- ✓ Your eligible disabled dependent *child** who cannot work to support him/herself due to mental or physical handicap is eligible to continue coverage past the age limit if the child is already enrolled and is allowed as a federal tax exemption by you or your spouse.

A child is defined as your own child, stepchild, legally adopted child (or placed for adoption), child for whom you or your spouse has court-ordered legal guardianship, or a child for whom you are required to provide health insurance by a Qualified Medical Child Support Order.*

Below are the specific documents that will be required to verify your dependent

Enrolling a Spouse - Provide copies of 2 forms of documentation listed below:

- A copy of marriage certificate AND
- A copy of the front page of the most recent filed federal tax return confirming the dependent as your spouse, OR a document dated within the last 60 days showing current relationship status; i.e., a joint household bill, joint bank/credit account, joint mortgage/lease, or insurance policies. The document must list your name and your spouse's name, the date, and mailing address

Enrolling Child(ren) under age 19 - Provide copy of 1 form of documentation listed below:

- A copy of the child's birth certificate naming you or your spouse as the child's parent, or appropriate court order/adoption decree naming you or spouse as the child's legal guardian

Enrolling Child(ren) age 19 to 26 - Provide copy of 1 form of documentation:

- A copy of the child's birth certificate naming you or your spouse as the child's parent, or appropriate court order/adoption decree naming you or your spouse as the child's legal guardian