

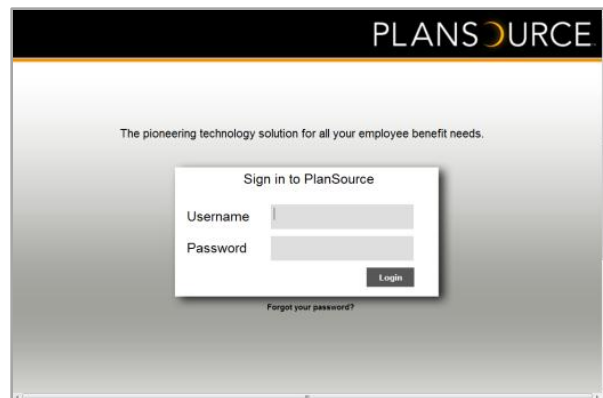
ONLINE ENROLLMENT INSTRUCTIONS

1. Login

ENROLLMENT URL:

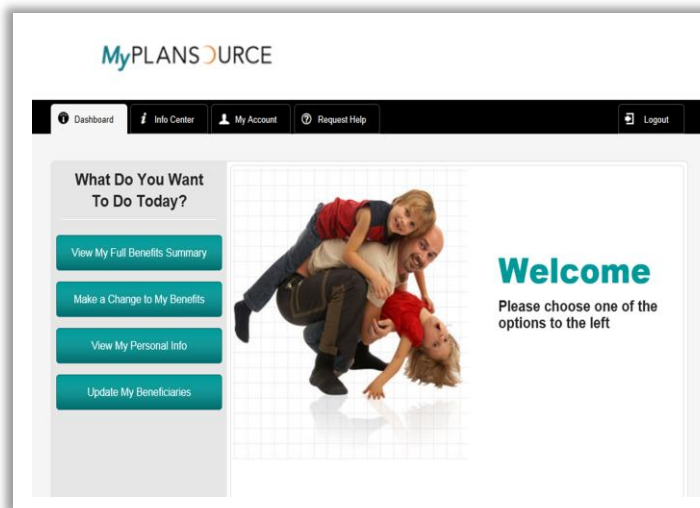
<https://benefits.plansource.com>

- **USERNAME:** Your user name is the following: the first initial of your first name, up to the first six characters of your last name, and the last four of your SSN. For example: If your name is Jane Anderson and the last four of your SSN is 1234, your user name would be janders1234
- **PASSWORD:** Your birthdate in YYYYMMDD format. For example: If you birthdate is August 14, 1962, your password would be 19620814. At initial login, you will be prompted to change your password



2. Launch Enrollment

- Click on “**Make a Change to My Benefits**” to begin. If you are a new hire – this link will say “**New Hire - Enroll**” and during annual enrollment “**Enroll – Annual**”.



3. Enroll

- Follow the enrollment through each step of the enrollment process from top to bottom
- In making your elections, choose the plan option of choice or select the “Decline” option and then select “Continue” after each election has been made until you reach the confirm page.

The screenshot shows the 'Select your Medical Plan' step. It includes a progress bar with four steps: Step 1: Your Info, Step 2: Your Dependents, Step 3: Your Benefits (current), and Step 4: Your Summary. On the right, a sidebar displays 'Your Cost' at \$3.67 per pay period, '28 Days Left' to enroll, and 'My Benefits' with three items: Employee Assistance (\$0.00), Basic Employee Life (\$0.00), and Basic Long Term (\$3.67), all with green checkmarks.

The main content area asks to 'Select your Medical Plan' and lists benefits: Guaranteed coverage at the most affordable rate, Lower costs by securing discounted rates at participating providers, and Protection for your finances and the health of you and your family. It notes that the cost of health care is rising and advises reviewing plan details for specific coverage information.

Below this, there are 'Documents' and 'Information' tabs. A section titled 'Your current selection for this benefit is:' shows 'Not Covered in Plan...'. At the bottom, there are 'Back' and 'Continue' buttons.

4. Confirm Enrollment Selections

- Once you complete all coverage elections, you will land on the Confirmation Statement. Click the “Confirm Enrollment” button at the bottom of the page to complete your enrollment process.

The screenshot shows the 'Confirmation Statement' page. It features a progress bar at the top with four steps: Step 1: Your Info, Step 2: Your Dependents, Step 3: Your Benefits (current), and Step 4: Your Summary. The right sidebar shows 'Your Cost' at \$185.94 per pay period, '28 Days Left' to enroll, and 'My Benefits' with a list of selected and declined items: Medical (\$102.93), Dental (\$4.18), Employee Assistance (\$0.00), Basic Employee Life (\$0.00), Voluntary Spouse (\$0.00), Voluntary Spouse (\$1.38), Basic Long Term (\$3.67), Colonial Plans (\$0.00), and Health Care Plan (\$0.10).

The main content area includes a 'NOTE' about the confirmation period and a 'If you have any questions or concerns about this confirmation, please contact Nexia Integrated Insurance Services at 1-800-444-1000.' Below this is a 'Your Information' section with fields for Name (John Doe), HRN (2013-09-01), Address (Anywhere, Anywhere, ID 83814 United States), and a 'Your Dependents' section listing a spouse (T. Doe) with medical and dental coverage details.

At the bottom, there are 'Back' and 'Confirm' buttons.