

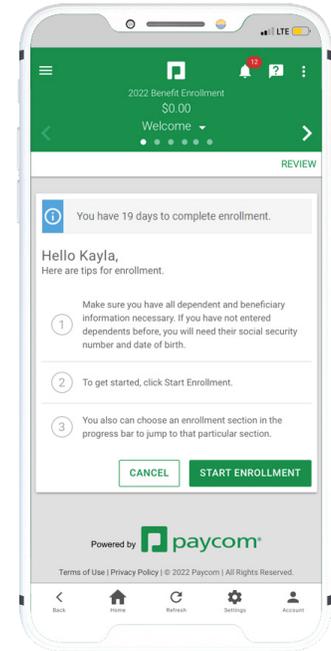
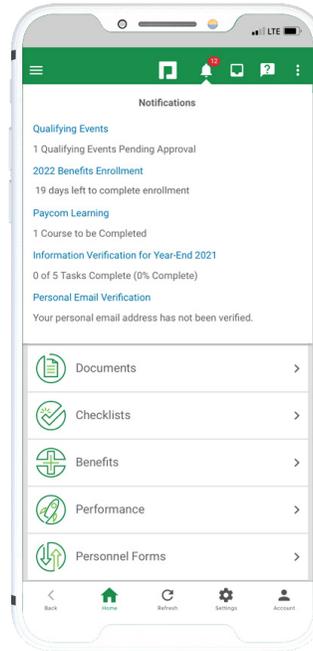
# Show Me How

to Enroll in Benefits

## BENEFITS ADMINISTRATION

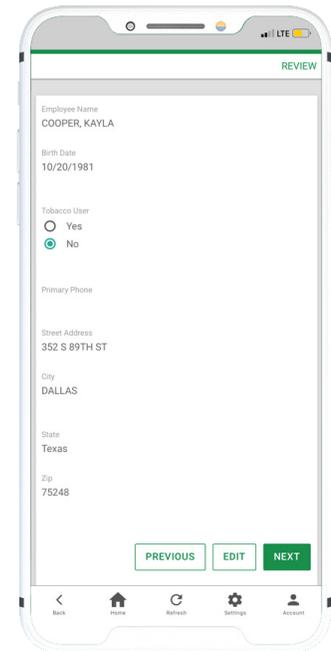
### STEP 1

From the Notifications Center, tap the current year's Benefits Enrollment. Review the instructions and tap "Start Enrollment."



### STEP 2

Review your information. Tap "Edit" to change anything or "Next" to continue.



## EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.

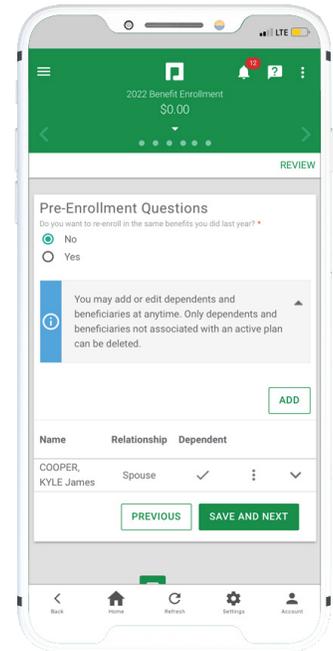
# Show Me How

## to Enroll in Benefits

### BENEFITS ADMINISTRATION

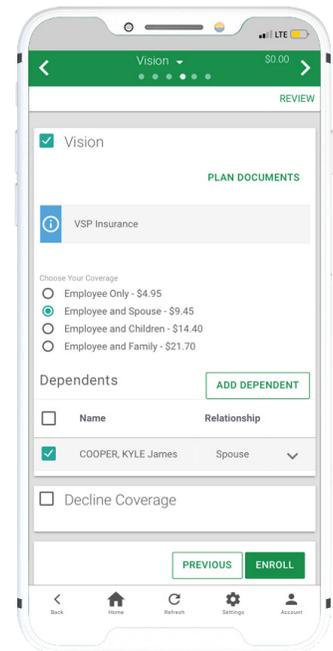
#### STEP 3

Complete the Pre-Enrollment Questions and tap "Save and Next." *You can also edit existing dependent and beneficiary information on this screen, as well as add a dependent or beneficiary.*



#### STEP 4

Choose to enroll in or decline a plan by checking the appropriate option. If necessary, choose which dependents to add. When finished, tap "Enroll." Continue for each benefit plan.



### EMPLOYEES

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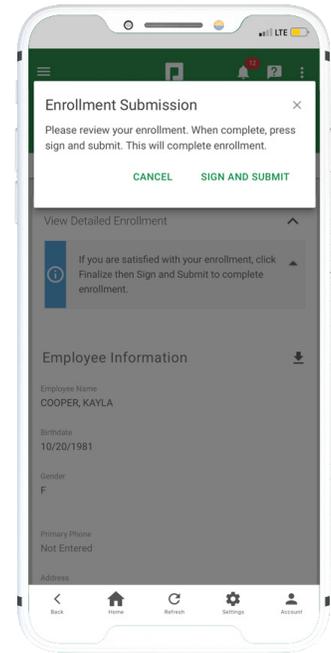
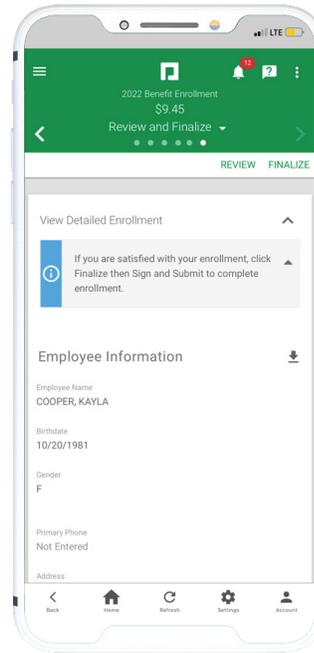
# Show Me How

## to Enroll in Benefits

### BENEFITS ADMINISTRATION

#### STEP 5

When finished, review your enrollment and tap "Finalize." Then, tap "Sign and Submit" in the pop-up window. *To view your current benefits at anytime, navigate to Benefits > Current Benefits.*



## EMPLOYEES

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