

A woman with dark, curly hair is sitting at a wooden desk in a home office. She is smiling and looking at a laptop screen. Her right hand is on the laptop keyboard, and her left hand is holding a gold-colored credit card. The background shows a blurred view of a living room with a television and some plants.

EMPLOYEE ENROLLMENT

Open Enrollment – How Do I Enroll?

- You will have to access to two websites. Benefitbay for your ICHRA plan and Wise Benefits for all other benefits (Dental, Vision, Voluntary Benefits, Flexible Spending Account (FSA), Dependent Care FSA, and Life insurance).
 - Wise Benefits is the company that you worked with last year when you met with benefits counselors.
- In Benefitbay you can enroll your spouse in one medical plan and yourself in another, if that makes sense for your family. You will have a lot more choices this year!



Benefitbay – Open Enrollment Kick-Off Email

Example of Your Welcome Email


benefitbay™

Hi Ashely,

Welcome to benefitbay™. We are so glad you're here. It is time to enroll in your 2023 personalized medical benefits plan. We are excited to partner with Employee Enrollment in offering an exciting new benefit that empowers you to take control of your personal health insurance coverage decisions.

Your enrollment period runs from September 12, 2023 through September 21, 2023.

The effective date of your coverage is December 1, 2023.



Let us launch your benefits journey with three simple steps!

1. Create a password to secure your account
2. Complete your personal profile
3. Verify your information and provide your family member information that you would like to review health insurance coverage for

[Set up new password](#)

If you have any questions or concerns, please do not hesitate to reach us at support@benefitbay.com

Regards,

The benefitbay™ Team

Employees will receive an invite to log into app.benefitbay.com. It is important to note that any time during the enrollment process you can chat with a Customer Support representative at Benefitbay by clicking on the benefitbay logo in the bottom right-hand corner of the screen.



You must be a
registered user
to access the
Benefitbay
system.

Welcome back,

Use your benefitbay credentials to get access to the platform.

Email address

Password

Show

Sign in

Benefitbay – What If I Forget or Lost My Password?

Email address

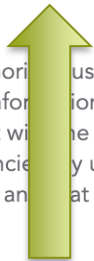
Password

Show

Sign in

Forgot your password?

I understand that any unauthorized use or disclosure of information residing on the Benefitbay information resource systems may result in disciplinary action consistent with the policies and procedures of federal, state, and local agencies. By using this system, I am agreeing that I am an authorized user, and that all usage of this system is monitored and logged.



benefitbay™

You are requesting assistance with accessing your account.

Reset your password for sandy.kimlinger+admin@benefitbay.com by clicking on the button below. If you did not request this password reset, please reach out to support@benefitbay.com immediately.

Reset Password

If this does not resolve your issue, please contact the benefitbay™ support team by clicking the chat bubble in the bottom right corner on the benefitbay™ personalized benefits platform or email support@benefitbay.com.

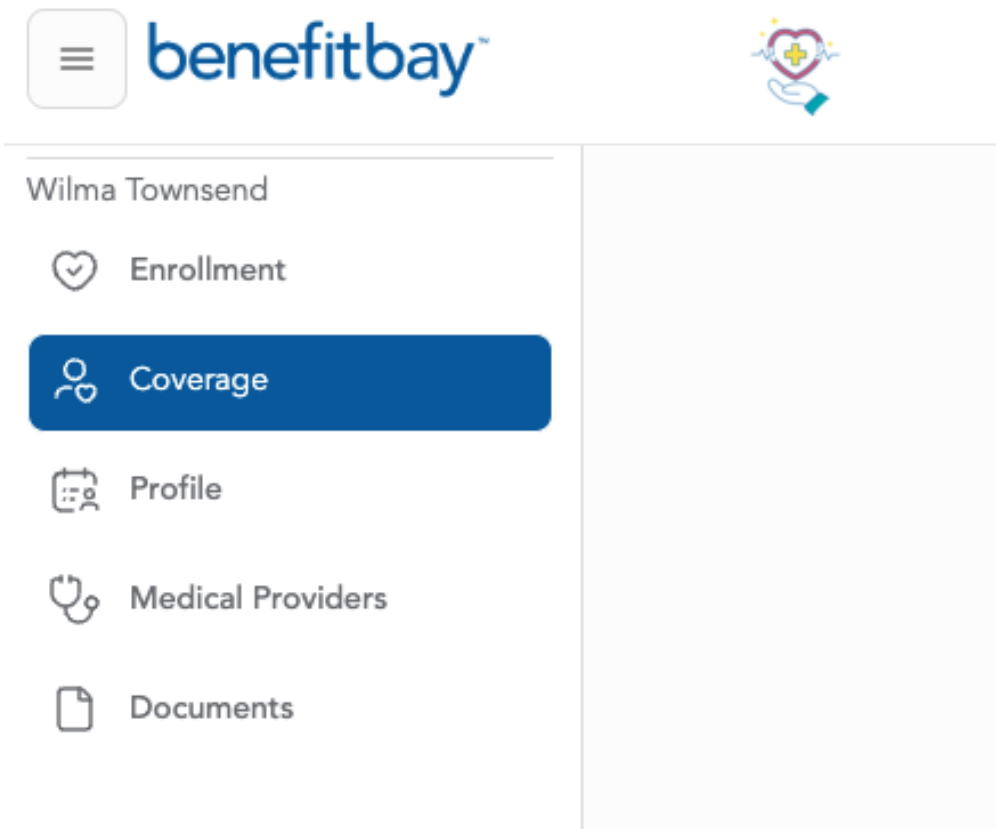
The reset password link will expire in 3 days. If you are unable to reset your password in that period, please click the button below to request a new password reset.

Request Password Reset

Please reach out with any questions,

The benefitbay™ Team

Your Employee Enrollment will be the place where you begin your journey. You can always navigate to Enrollment by clicking on “Employee Enrollment” in your menu bar at the top left of the page.



OTHER SECTIONS INCLUDE:

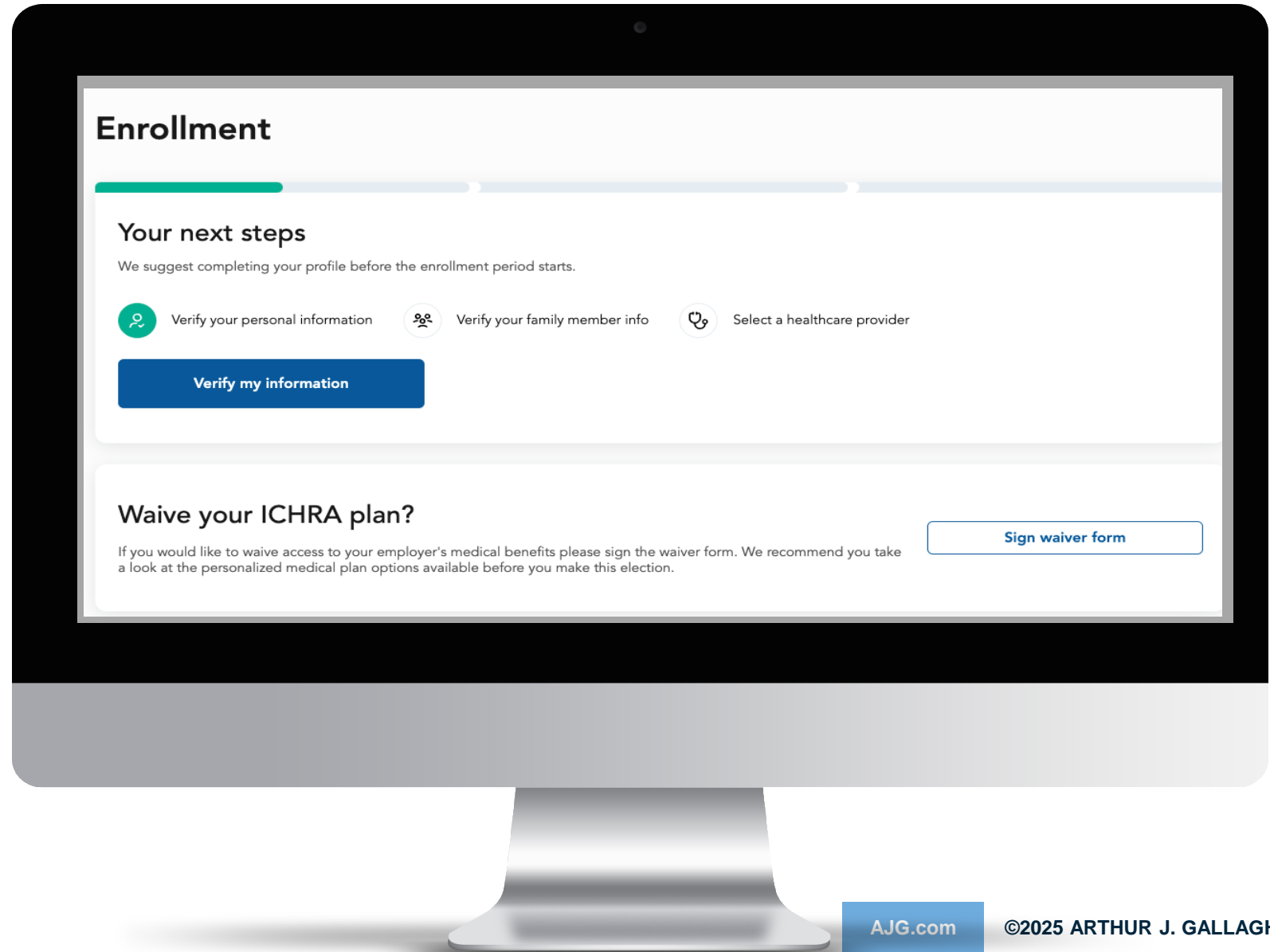
Coverage: shows your Current or Pending medical insurance coverage

Profile: shows your home address, family members, and employment information

Medical Providers: you will be able to add your physicians and medical providers (must enter zip code)

Documents: contains your Individual Coverage HRA notice which your insurance carrier may need

Your **Employee Enrollment** screen will be the place where you begin your journey.



Benefitbay – Verify Personal Info

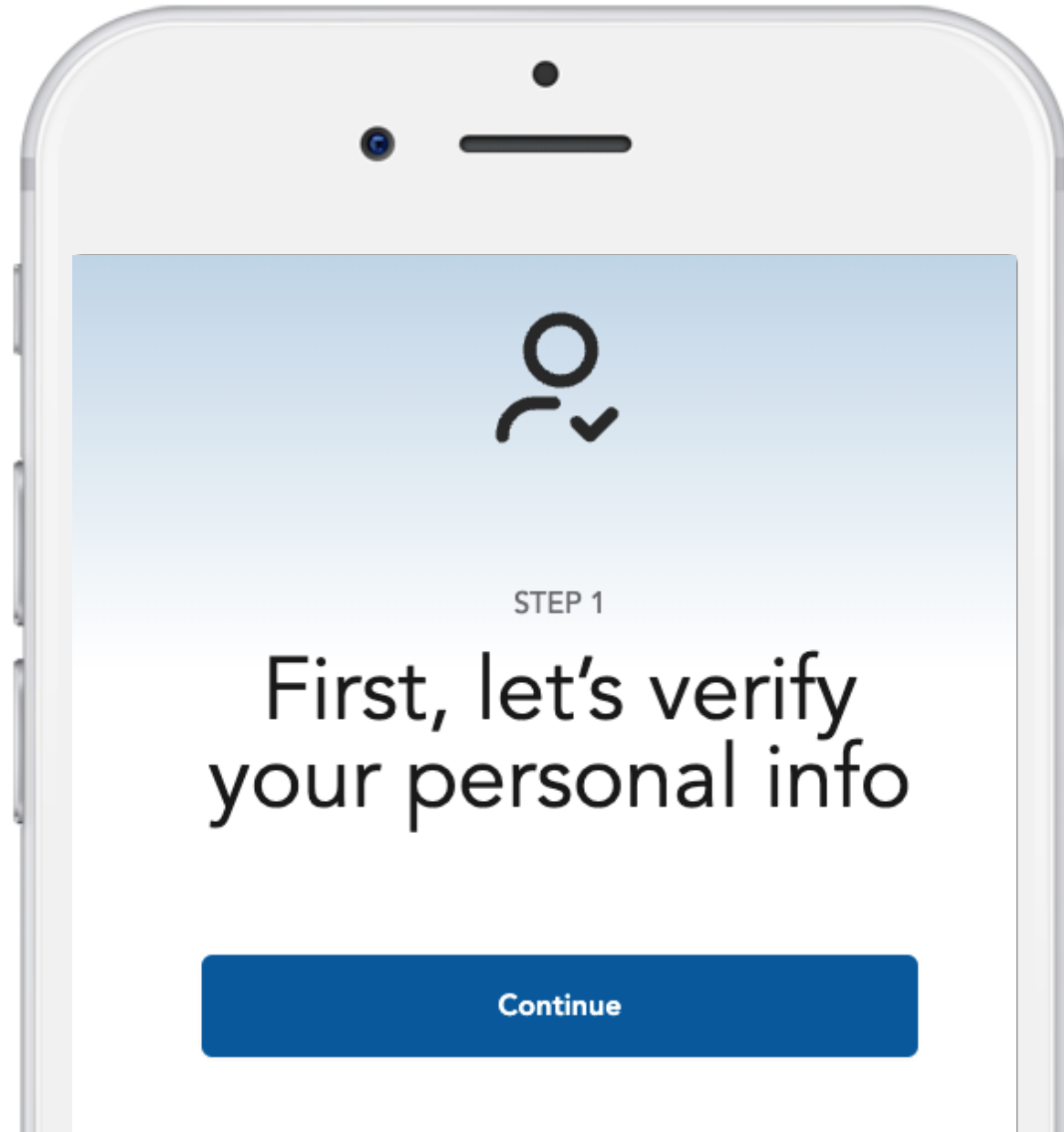
STEP 1:

Click on “[First, let’s verify your personal info](#)”

Update any incorrect or missing information such as your phone number

Next, your Employment Information will be displayed. If anything is incorrect, please reach out to your HR Team.

Click “[Continue](#)”



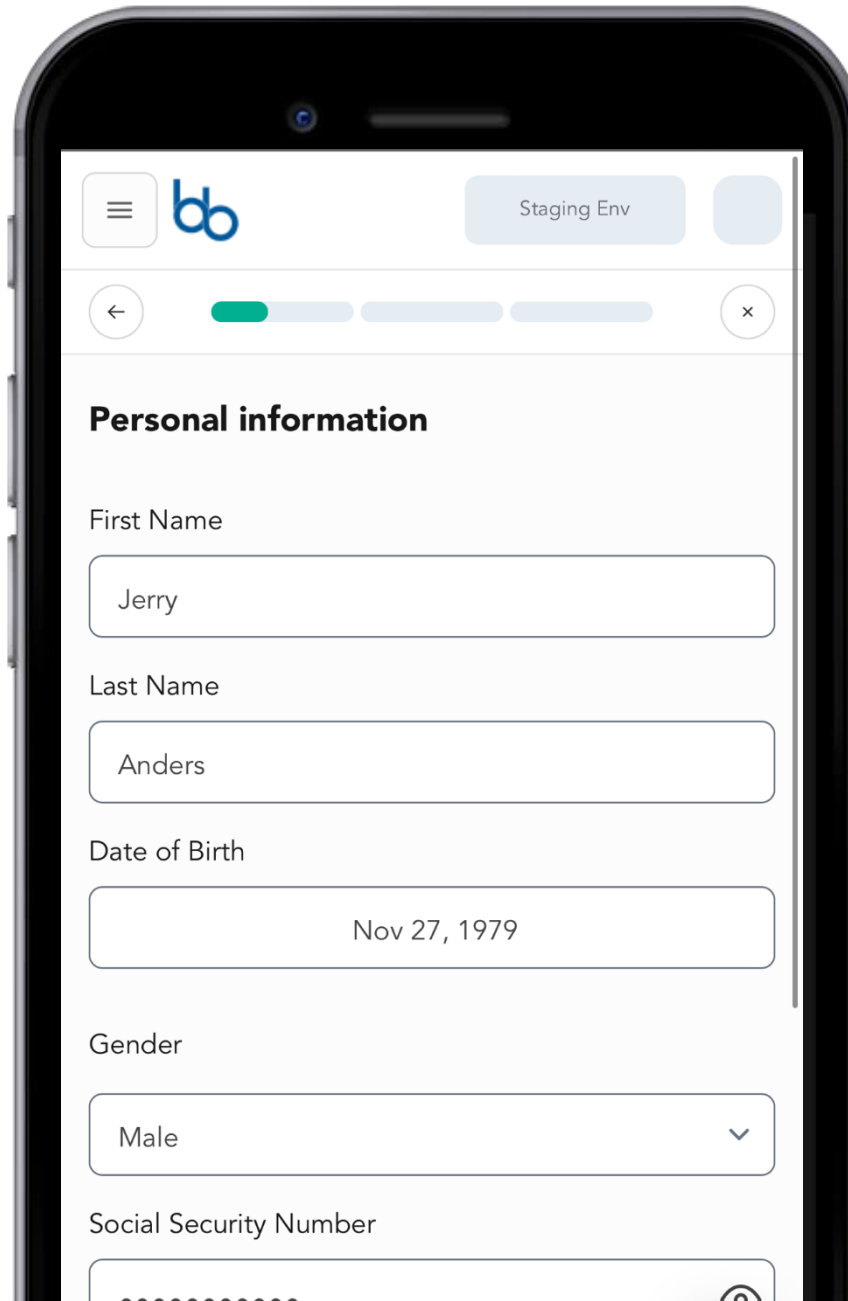
Benefitbay – Verify or Update Home Address

STEP 1:

Next, your [Address Information](#) will be displayed. If anything is incorrect please make updates.

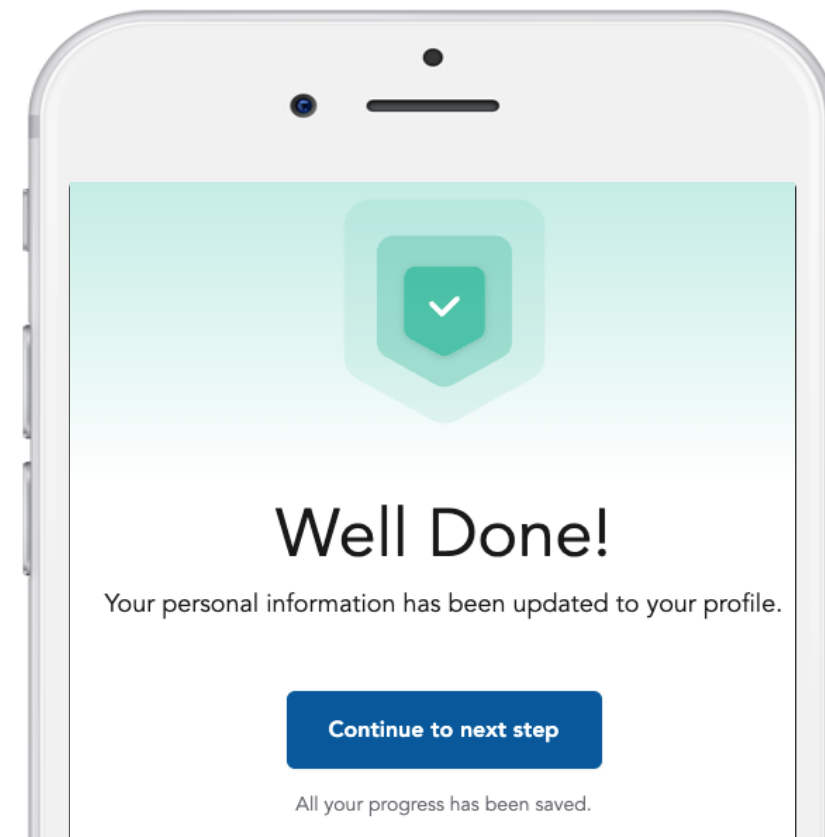
Your address determines the insurance carriers and plans available to you and your dependents.

Click [“Continue”](#) to move to next step.



The smartphone screen displays the 'Personal information' form. At the top, there is a navigation bar with a hamburger menu icon, the 'bo' logo, a 'Staging Env' button, and a close icon. Below the navigation bar is a progress indicator with three segments, the first of which is green. The form fields are as follows:

- First Name:** Jerry
- Last Name:** Anders
- Date of Birth:** Nov 27, 1979
- Gender:** Male (with a dropdown arrow)
- Social Security Number:** (partially obscured by a security icon)

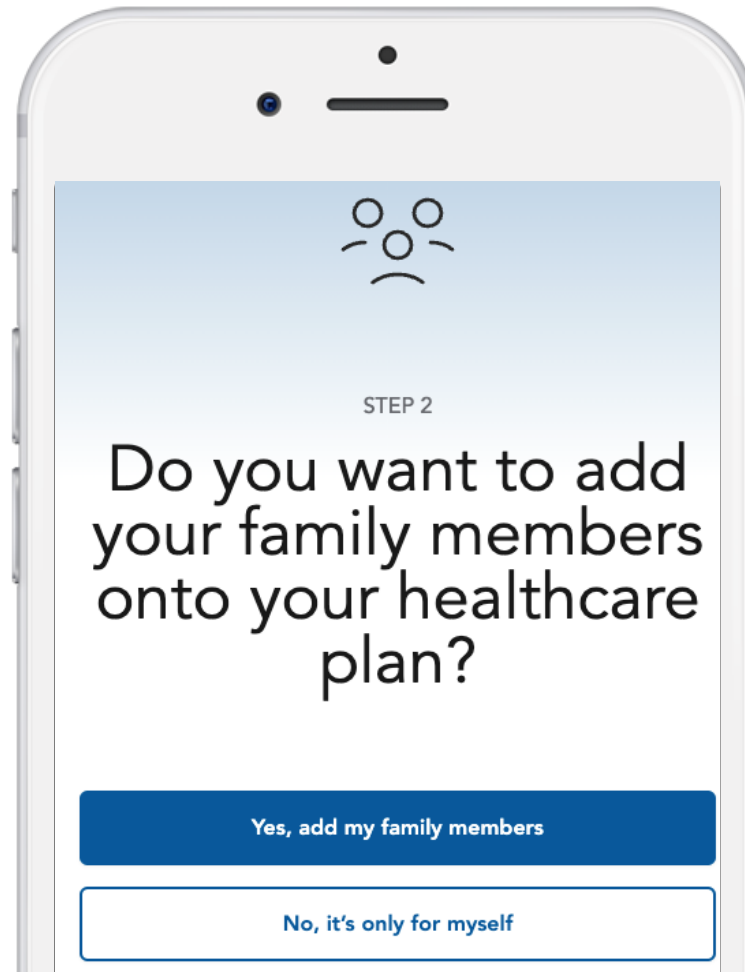


STEP 2:

Click "Yes, add my family member". Add family members only if you are covering your dependents. If they have other medical insurance then you do not need to add them.

Click "No, it's only for myself" if applying for insurance coverage for yourself only.

If adding family members click "Save changes".

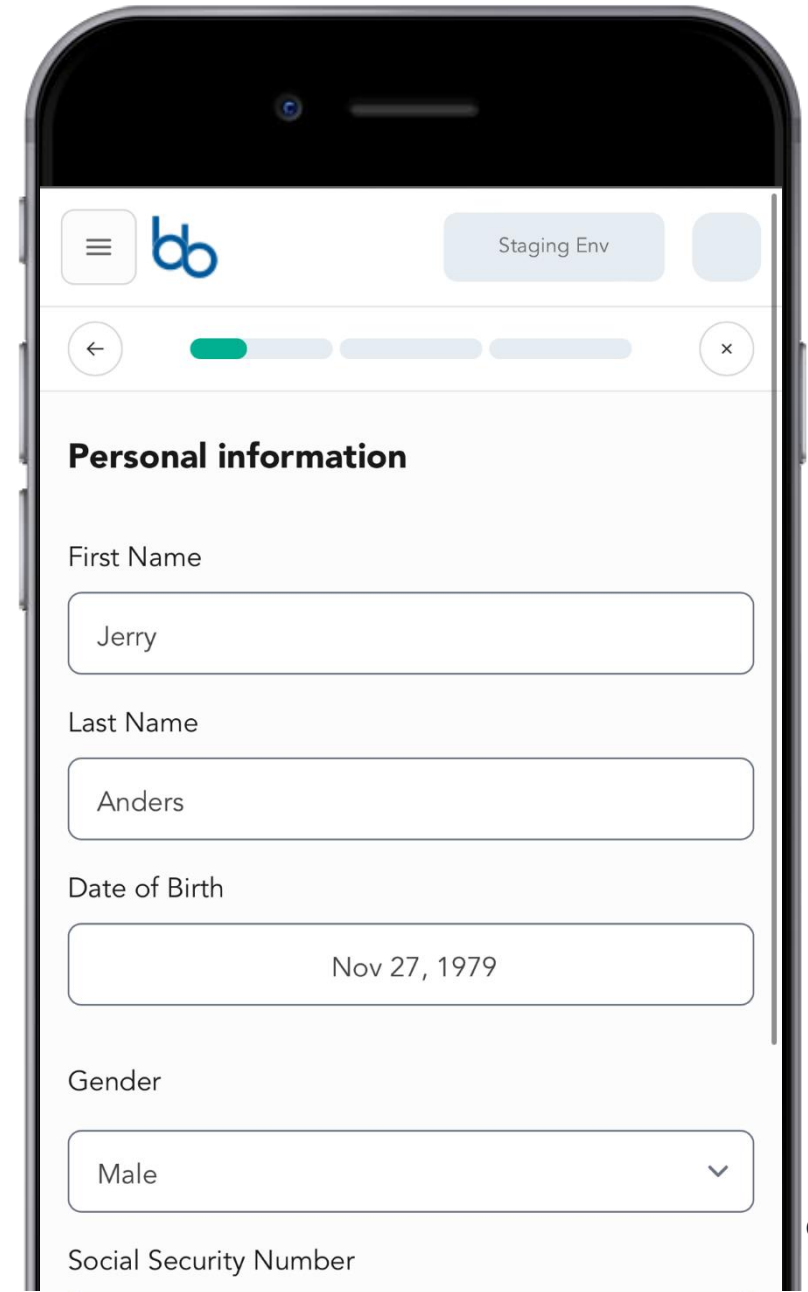


STEP 2

Do you want to add your family members onto your healthcare plan?

Yes, add my family members

No, it's only for myself



Personal information

First Name

Jerry

Last Name

Anders

Date of Birth

Nov 27, 1979

Gender

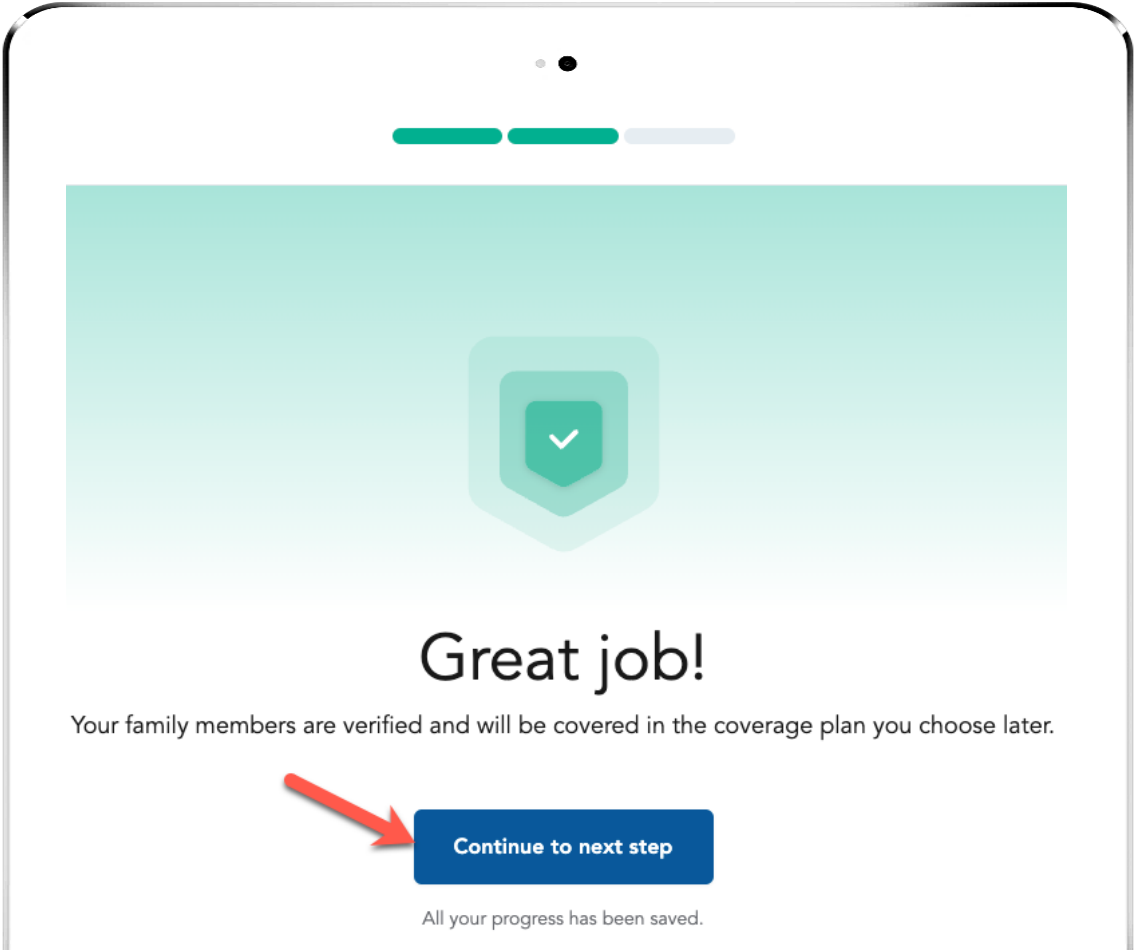
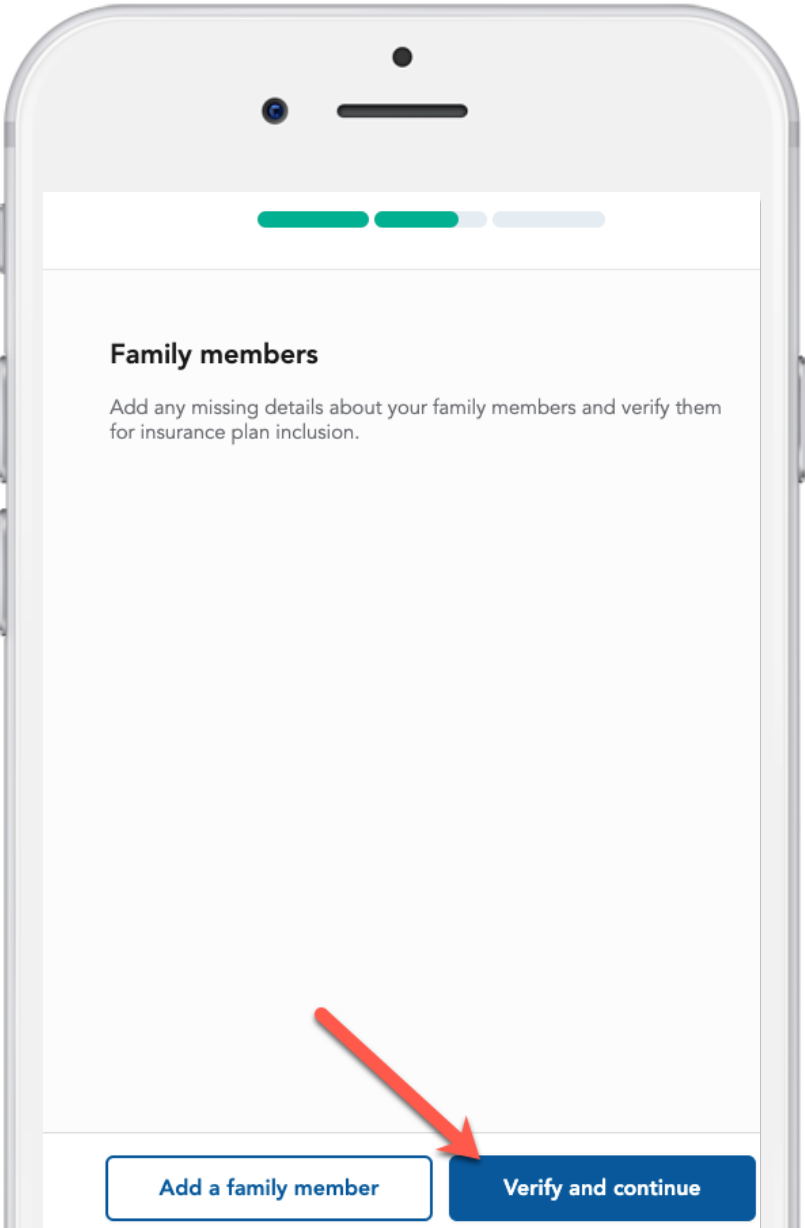
Male

Social Security Number

Benefitbay – Add Dependents (only if covering)

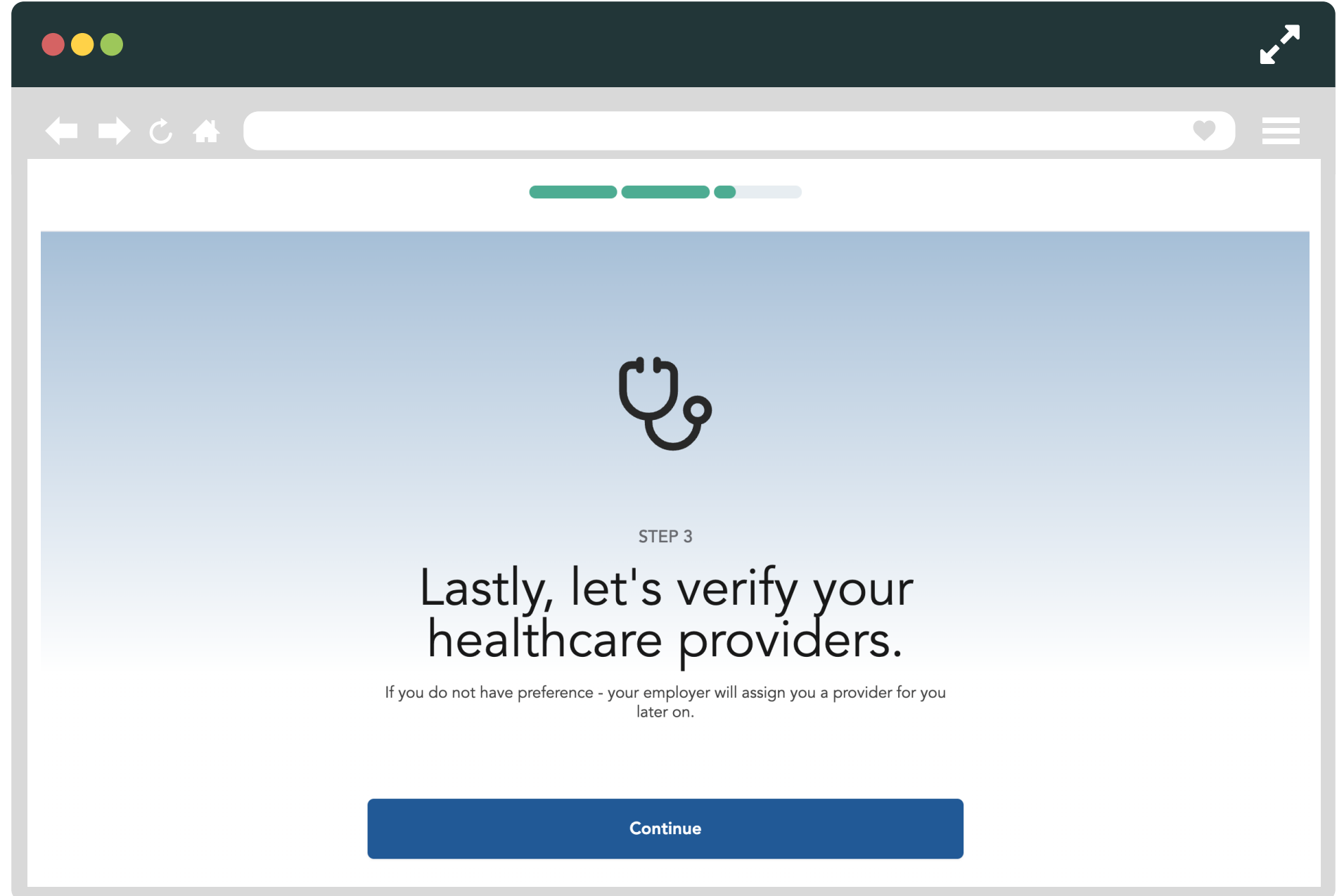


Next, click “Verify and Continue” and “Continue to next step” to add your healthcare providers and continue enrollment.



STEP 3:

Verify your providers to help ensure they are covered on your selected plans.



Benefitbay – Add Providers

Search for your providers by name or zip code. Then select your Provider from the list.

Q Johnson

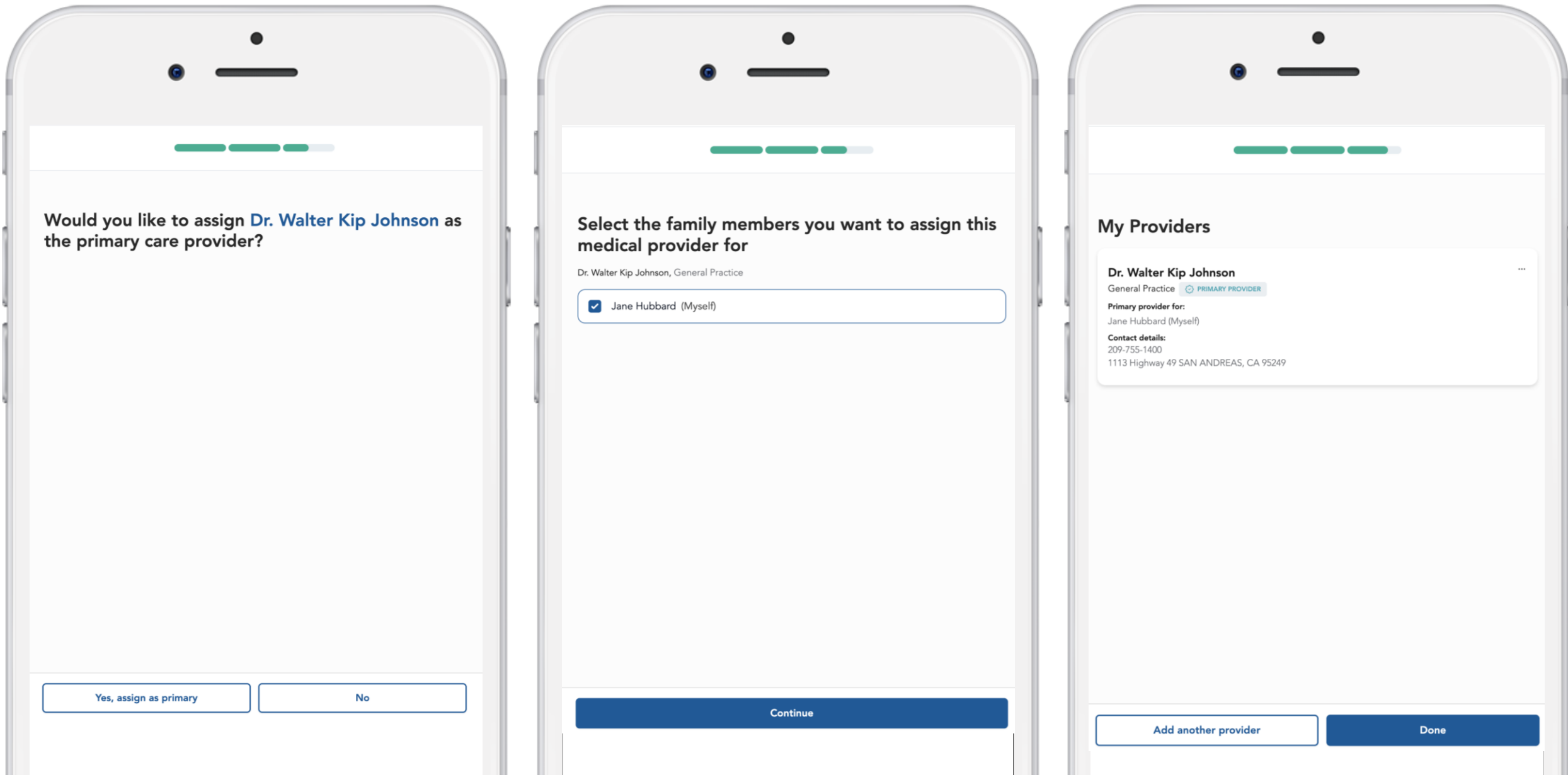
Q 95252

Search

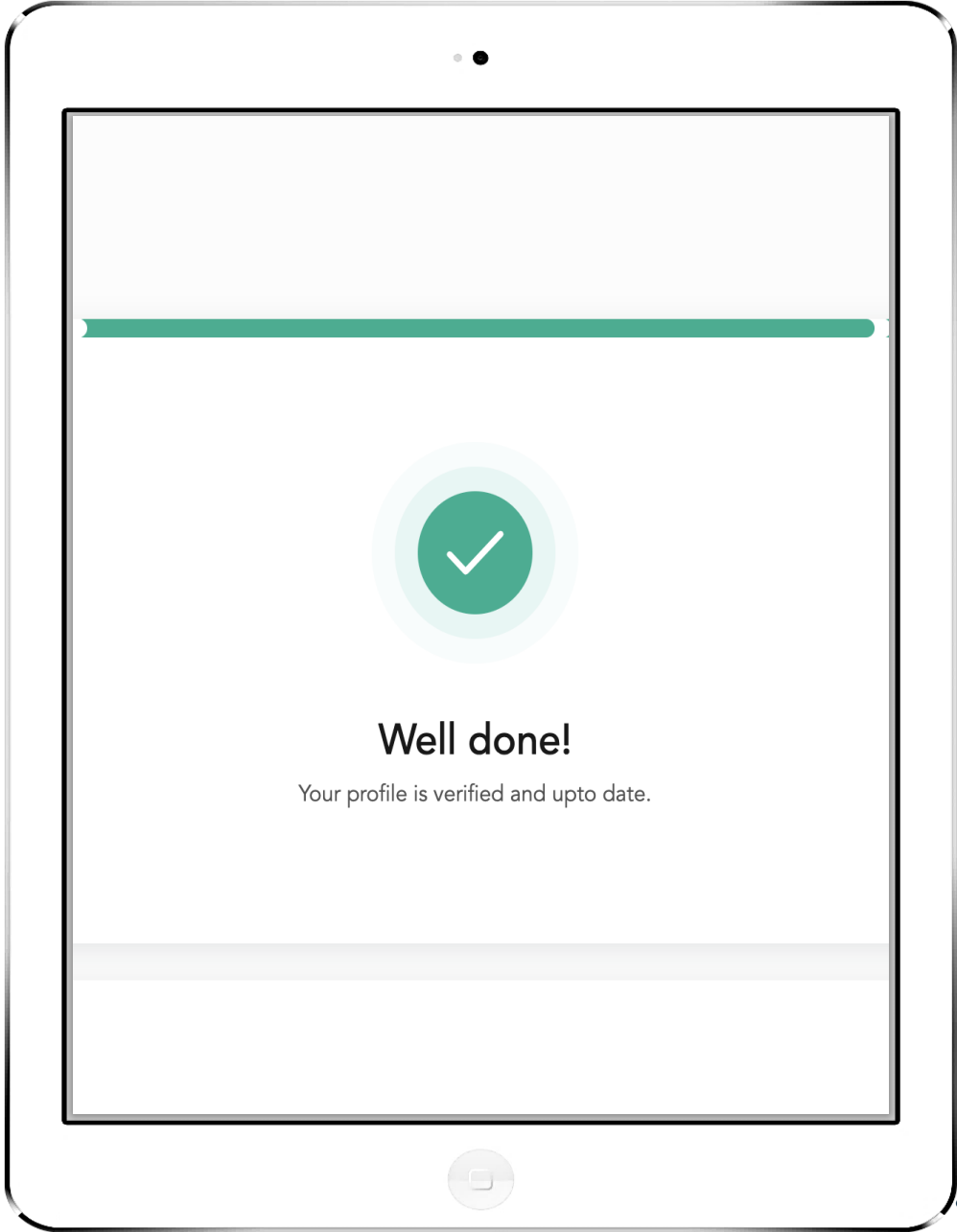
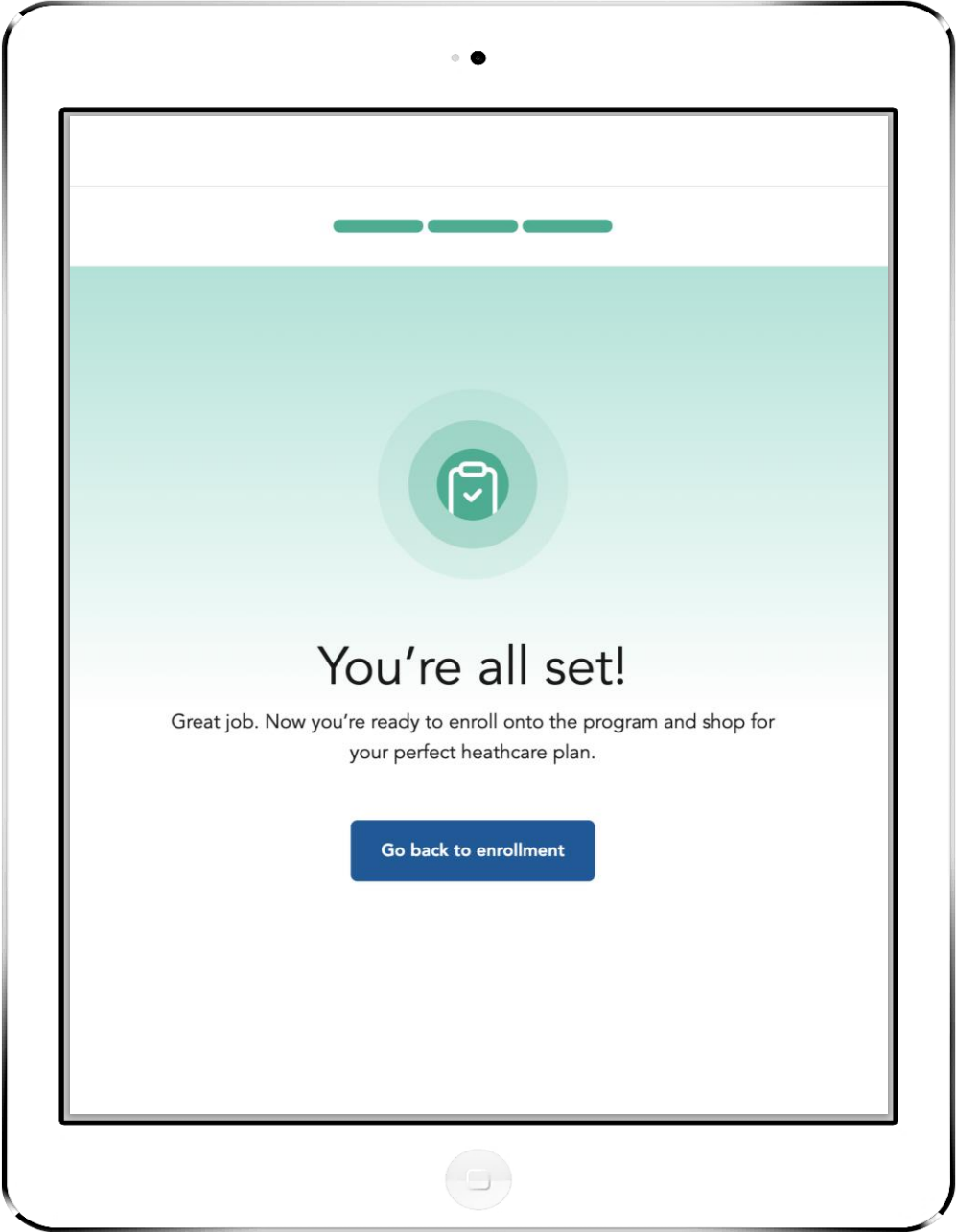
Jenna Gabrielle Johnson
Psychologist
Choose provider's location
51 Wellness Way VALLEY SPRINGS, CA 95252 (+)

Dr. Walter Kip Johnson
General Practice
Choose provider's location
1113 Highway 49 SAN ANDREAS, CA 95249 (+)
305 Preston Ave Lone, CA 95640 (+)
52 S Main St Angels Camp, CA 95222 (+)
12140 New York Ranch Rd Jackson, CA 95642 (+)

Benefitbay – Add Medical Providers



Benefitbay – Profile Complete





HOW TO ENROLL

benefitbay