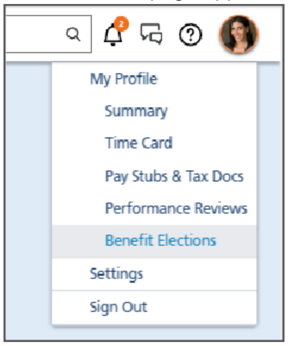
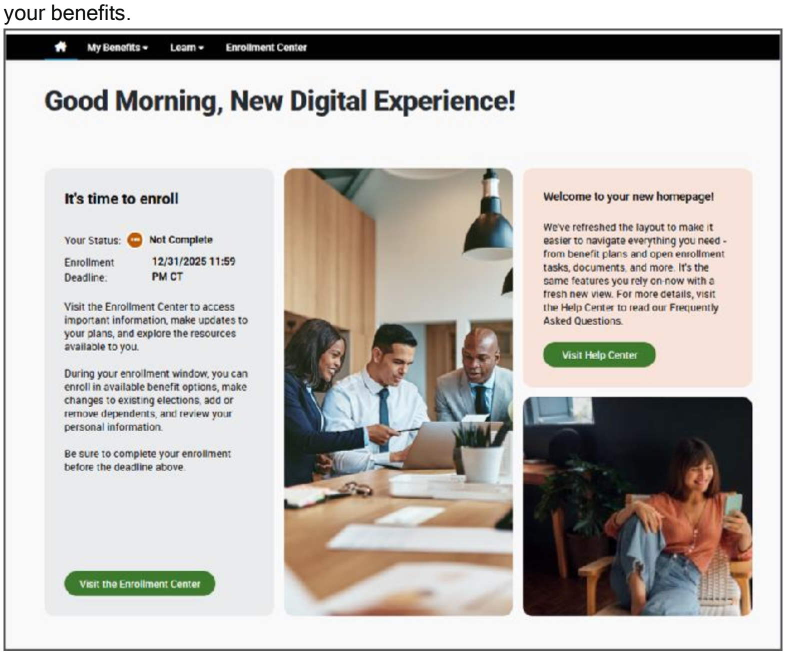
How Do I Access & Enroll in Benefits Portal via Paycor?

1. In the upper right corner, click your profile picture, and select **Benefit Elections**. The Benefits Home page appears.



2. In Benefits Advisor, click **Visit the Enrollment Center** to get started with enrolling in your benefits.



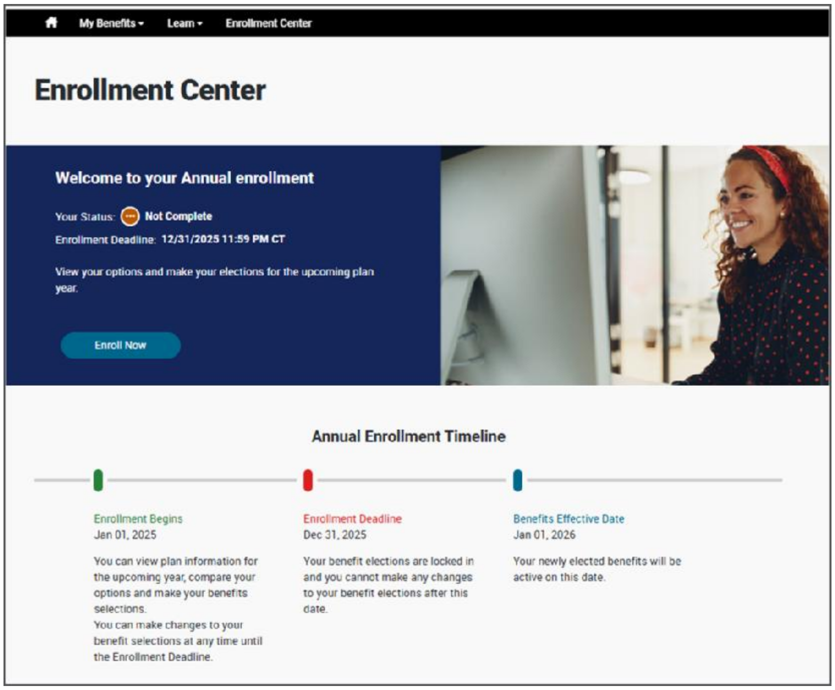
Note: After you log in once, you are **not** asked to log in again.

From the Benefits Home screen, you can:

- View your benefits
- Get information on the plans you're enrolled in
- Find carrier information
- View demographic information on file. This includes names, addresses, phone numbers, and email addresses.
- Process a life event change that allows you to update your benefits, such as:
  - Marriage (add a spouse)
  - Birth/Adoption of a child (add a new child)
  - Divorce (remove a former spouse)
  - Loss of coverage through a spouse's plan (to add benefits)

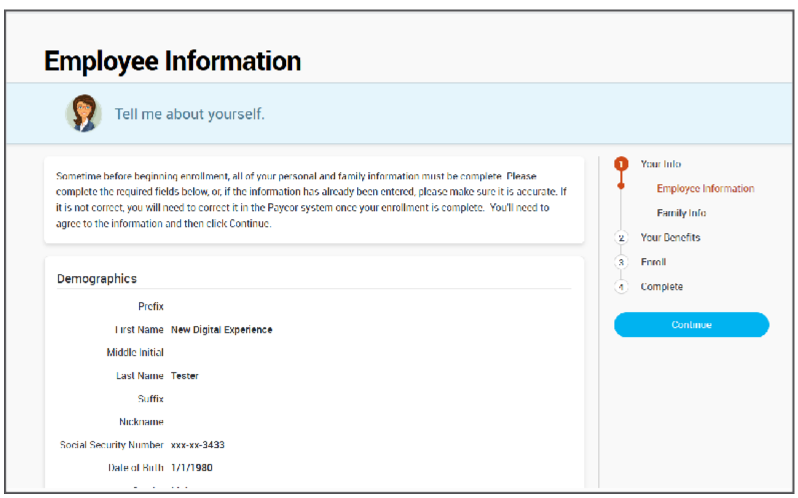
How Do I Get Started in Enrolling in Benefits?

On the home screen, click **Visit the Enrollment Center**. The Enrollment Center screen appears. Click **Enroll Now** to begin enrolling in your benefits. The first step is to verify your Personal Information.

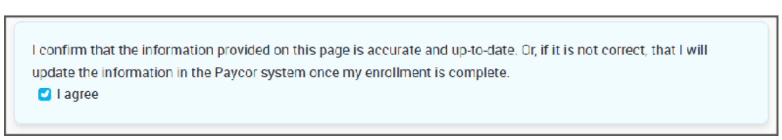


How Do I Verify Personal Information?

1. Before you begin your enrollment, you **must** verify the accuracy of all your personal information.



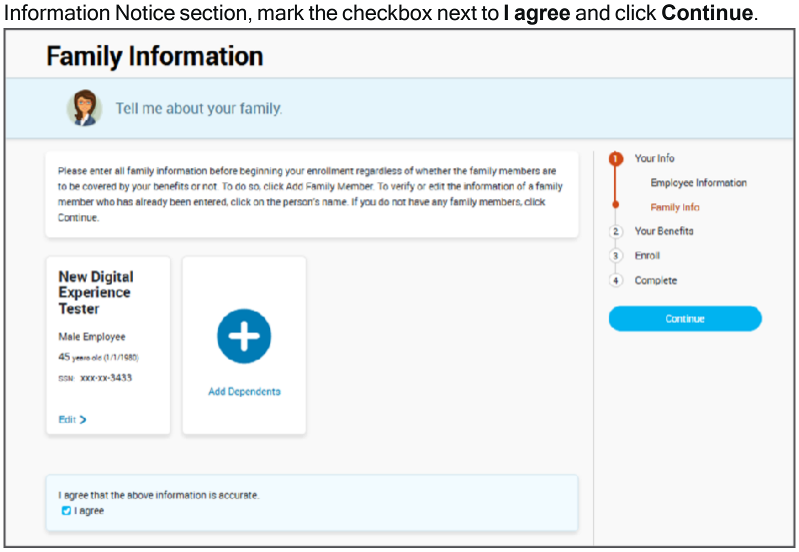
2. When you are finished, mark the checkbox next to **I agree** and click **Continue**.



How Do I Verify My Family Information?

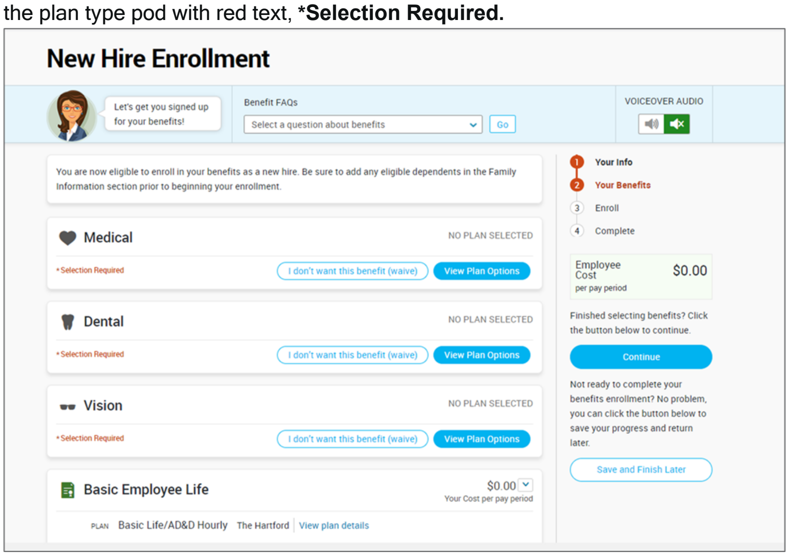
In this section, you **must** add all dependents that might be missing from the **Family Information** section before proceeding to the next section.

1. To **add** any dependents, click the **+ Add Dependents** card.
2. To **make corrections** or add information to existing dependents, click **Edit >** on the appropriate card and enter the necessary corrections.
   Note: Fields marked with an asterisk (*) are required.
3. When all your family information has been entered, read through the Dependent Information Notice section, mark the checkbox next to **I agree** and click **Continue**.



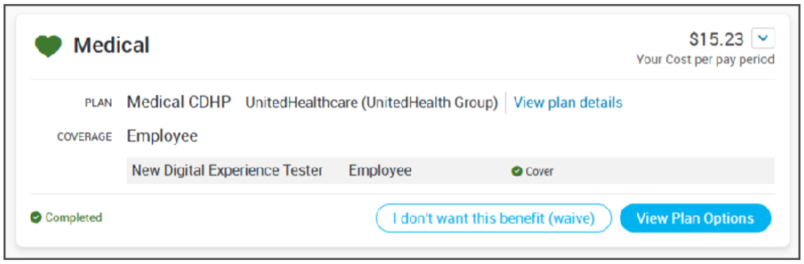
How Do I Navigate Plan Type Pods?

- Most plan types require you to select a plan. This is noted in the lower left corner of the plan type pod with red text, ***Selection Required.**



- The system shows what your previous enrollment was (if applicable) to help select your new enrollment.
- This comparison shows Medical/Vision & Dental plans

- To waive out of the plan, click **I don’t want this benefit (waive)**.
Note: Selecting **View Plan Options** launches a plan selection screen. For more information, see Select a Plan.

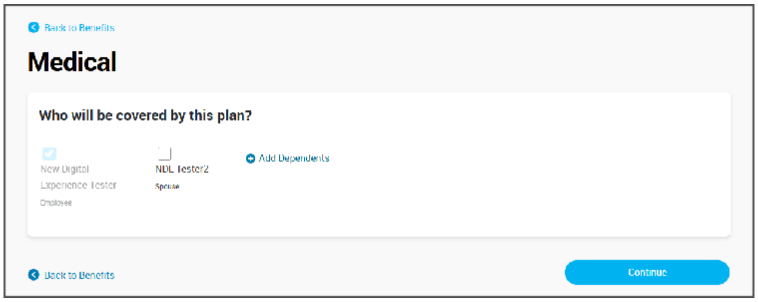


- After a plan is selected or the plan is waived, the plan type icon turns green, and the **Selection Required* text is replaced with **Completed** to indicate the enrollment for that plan type is complete.
- The plan pod displays the plan's name, vendor, coverage level, and whether dependents are covered, not covered, or ineligible.
- Anytime during the enrollment process, changes can be made by clicking **View Plan Options**.
- Click **View Plan Options** to open the plan selection screen for that plan type, which displays information about the plan entered by administrators, including plan data, benefit coverage, and plan highlights.

  If you have elections from a previous enrollment, these can be re-saved without having to view or update plan selections by clicking **Keep Selection**.

How Do I Enroll in Benefit Plans?

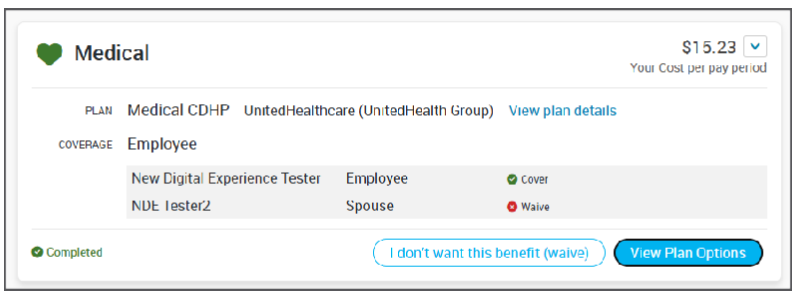
1. Click **View Plan Options** to see the plan selection page.
   - **Notes**:
     - Each plan offered is listed in a pod that explains the plan name, vendor, and plan data.
     - The Plan Brochure link, if available, downloads the summary of benefits.
     - The **View Plan Details** shows more details.
     - The plan's cost appears to the right of any plan data. Click the arrow next to the cost opens a flyout menu with more detailed information, which typically includes the total premium and employer contribution. The coverage tier, if applicable, appears below your cost.
2. If the plan can cover your dependents, you **must** first choose which of those dependents to cover before reviewing available plans. **To cover a dependent**, mark the checkbox next to their name.
3. Click **Back** to return to the landing screen or click **Continue** to proceed after selecting dependents.
Note: You can change the dependents covered on the next screen as well.
4. To add additional family members, click **+ Add Dependents**:
   - Clicking this link takes you back to the Family Information page in the Your Info step. Here you can enter information about the new dependent.
   - To return to the Your Benefits step after adding a new dependent, you **must** save the dependent and continue through the rest of the Your Info step.



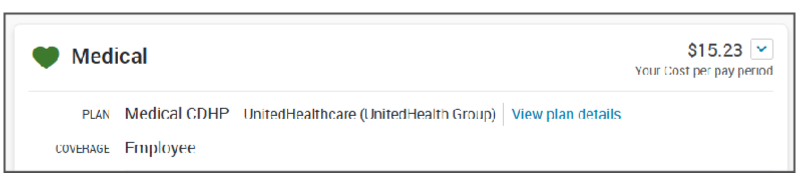
5. After a plan is selected or waived, the plan type icon turns green. The ***Selection Required** text changes to **Completed**. This lets you know the enrollment for that plan type is complete. The plan pod displays the plan's name, vendor, coverage level, and whether dependents are covered, **not** covered, or ineligible. You can make changes anytime during the enrollment process by selecting **Edit Selection**.
6. When you have selected a plan, the selection appears in the corresponding benefit plan type pod on the landing page as complete.
7. If you have elections from a previous enrollment, you can save without having to view or update the plan selections by clicking **Keep Selection**.

How Do I Select a Plan?

- Each plan offered is listed in a pod that explains the plan's name, vendor, and plan data.
- Click **Plan Brochure**, if available, to download a summary of the plan benefits.
- Click **View Plan Details** to see more plan details.



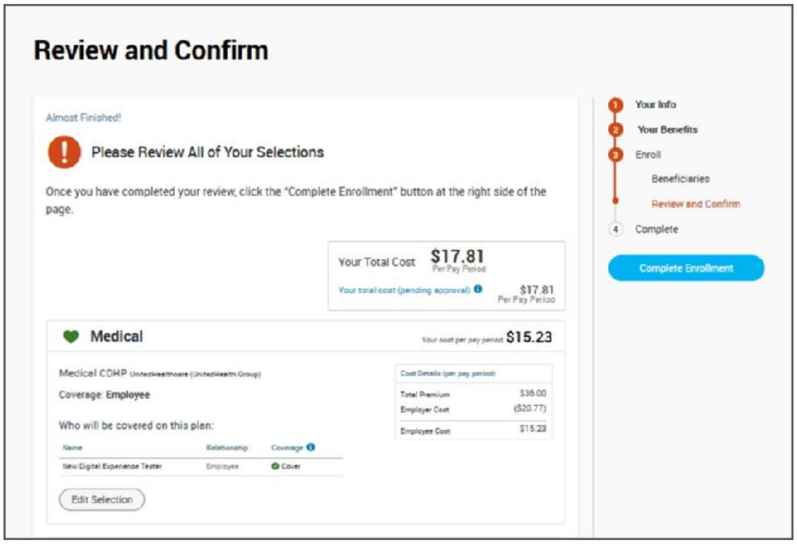
- The plan's cost appears to the right of any plan data.
- Click the arrow to the right of the cost to display detailed information such as the total premium and employer contribution.
Note: The coverage tier, if applicable, appears below your cost.



- After you choose a plan, the selection appears on the landing screen, in the corresponding benefit plan type pod, as **Complete**.

How Do I Review and Confirm My Benefits?

1. Carefully review all your benefit elections and covered dependents.
2. To change any of your plan selections, click **Edit Selection**. The dependents you want to include in your coverage are also listed.



Enrollment Success Screen

- When you complete the benefits enrollment process, the screen shown here appears.
- **Best Practice:** We recommend you Email or Print a copy of the Confirmation Statement.
- **Note:** The EMAIL option appears **only** if you have an email address on file.