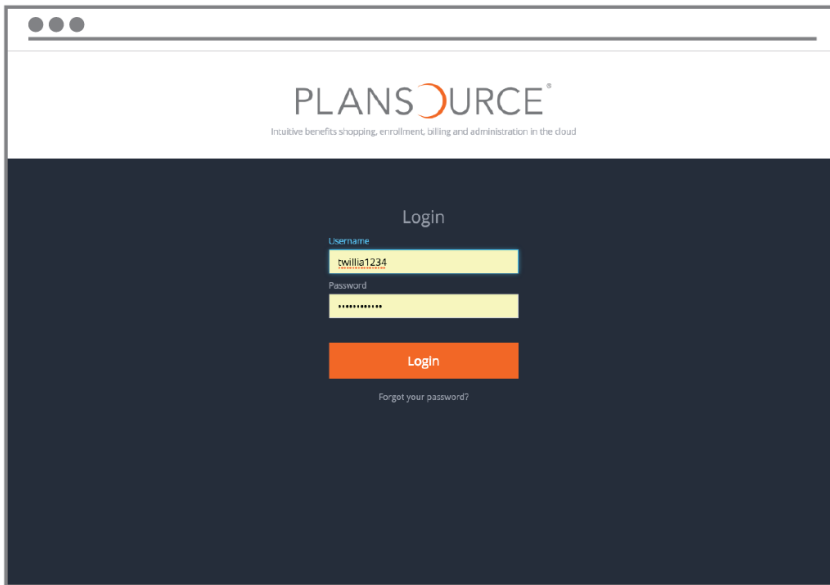


Open Enrollment Instructions

To enroll in benefits, go to: <https://benefits.plansource.com/>

Login Page

Enter your username and password.

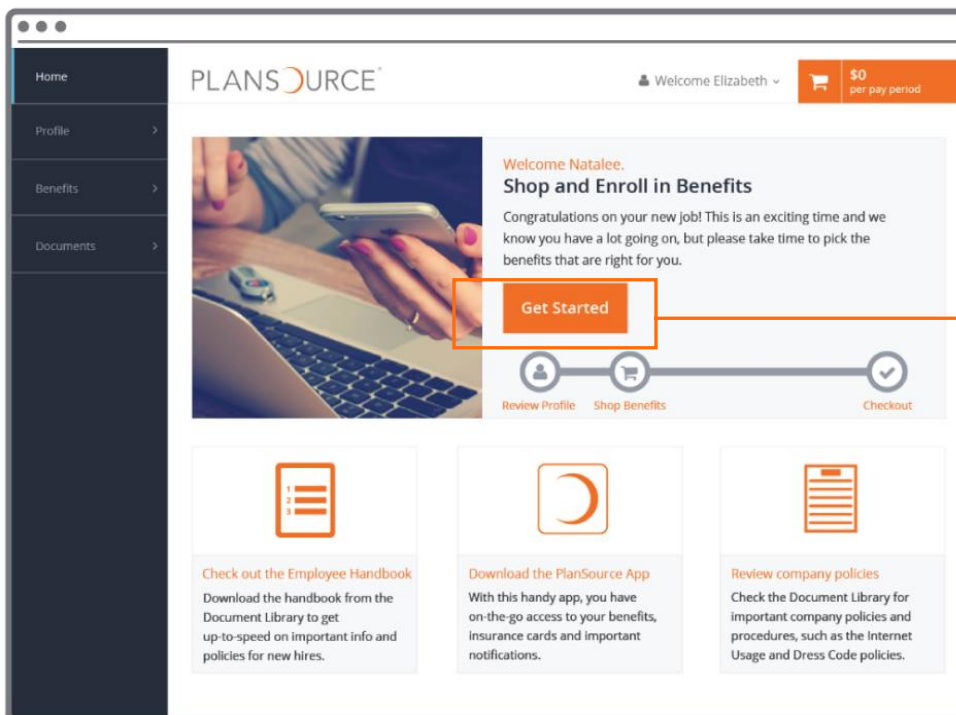


Username: Your username is the first initial of your first name, up to the first six letters of your last name, and the last four digits of your SSN.

For example, if your name is Taylor Williams, and the last four digits of your SSN are 1234, your username would be twillia1234.

Password: Your initial password is your birthdate in the YYYYMMDD format.

So, if your birthdate is June 4, 1979, your password would be 19790604. The first time you log in, you will be prompted to change your password.



Homepage

On the Homepage, click “Get Started” to begin.

Home | PLANSOURCE[®] | Welcome Elizabeth | \$0 per pay period

Review Your Profile

* Indicates required field

Basic Info

First Name Natalee	Middle Name Elizabeth	Last Name Jones
-----------------------	--------------------------	--------------------

Contact Info

Address 1 * 15017 Emerald Coast Pkwy	Address 1
City * Destin	State/Province * Florida
Zip/Postal Code * 32540	

Profile

First, you'll be asked to review and update your profile and ensure that all information listed about yourself and your family members is correct.

Home | PLANSOURCE[®] | Welcome Elizabeth | \$0 per pay period

Shop for Medical

Figuring out which plan is right for you and your family can be a little complicated. But don't worry, we're going to help you figure it out. Watch these videos to learn about the different types of ...

[View More](#)

Additional Content (3):

- Premiums, Deductibles, Copays and Out-of-Pocket Maximums
- What is In-and-Out-of-Network?
- What is Coinsurance?

Please select family covered:

[Yourself](#)

[Edit Family Covered](#)

[Filter Plans](#)

Max cost per pay period ⓘ \$500

Max deductible (annual) ⓘ \$10,000

Max out-of-pocket (annual) ⓘ None

[Edit Preferences](#)

Sort by: Recommended

Select Carrier: --

Select a Plan

Current & Recommended Plan ⓘ			
aetna HDHP \$5000 Deductible \$57.58 Cost per pay period			
Deductible	Copay	Coinsurance	
\$5,000	80%	80%/20%	
View Plan			
aetna HDHP Select 70 - \$10,000 Deductible \$51.92 Cost per pay period			
Deductible	Copay	Coinsurance	
\$10,000	70%	80%/20%	
View Plan			
Cigna Open Access Value \$1500 \$75.00 Cost per pay period			
Deductible	Copay	Coinsurance	
\$1,500	\$20/\$50	80%/20%	
View Plan			
aetna PPO \$500 Open Plan \$63.46 Cost per pay period			
Deductible	Copay	Coinsurance	
\$500	\$20/\$50	80%/20%	
View Plan			
aetna PPO \$1000 Open Plan \$68.49 Cost per pay period			
Deductible	Copay	Coinsurance	
\$1,000	\$20/\$50	80%/20%	
View Plan			
aetna PPO \$2000 Open Plan \$78.05 Cost per pay period			
Deductible	Copay	Coinsurance	
\$2,000	\$20/\$50	80%/20%	
View Plan			

[Decline Medical Benefits](#)

Shop for Benefits

You can then begin shopping for benefits!

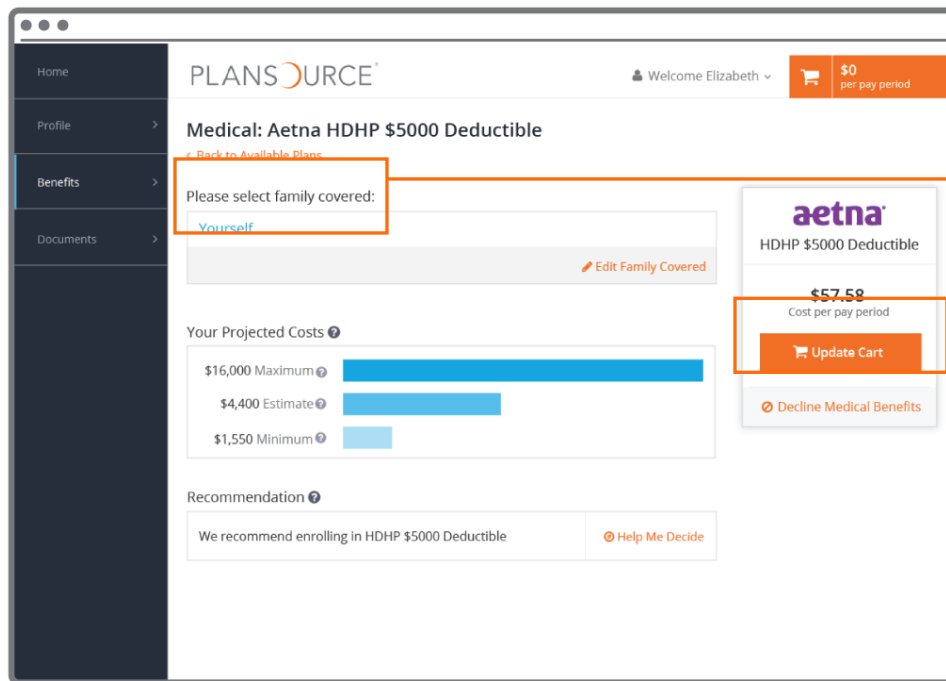
Educational material about the specific plan type is available at the top of the page.

Filter

If your company offers three or more plans, you'll be able to filter available plans based on a variety of criteria.

Plan Overview

Plan choices are displayed on "cards," which provide a brief summary of what is included in the plan. Click a card to get more detail.

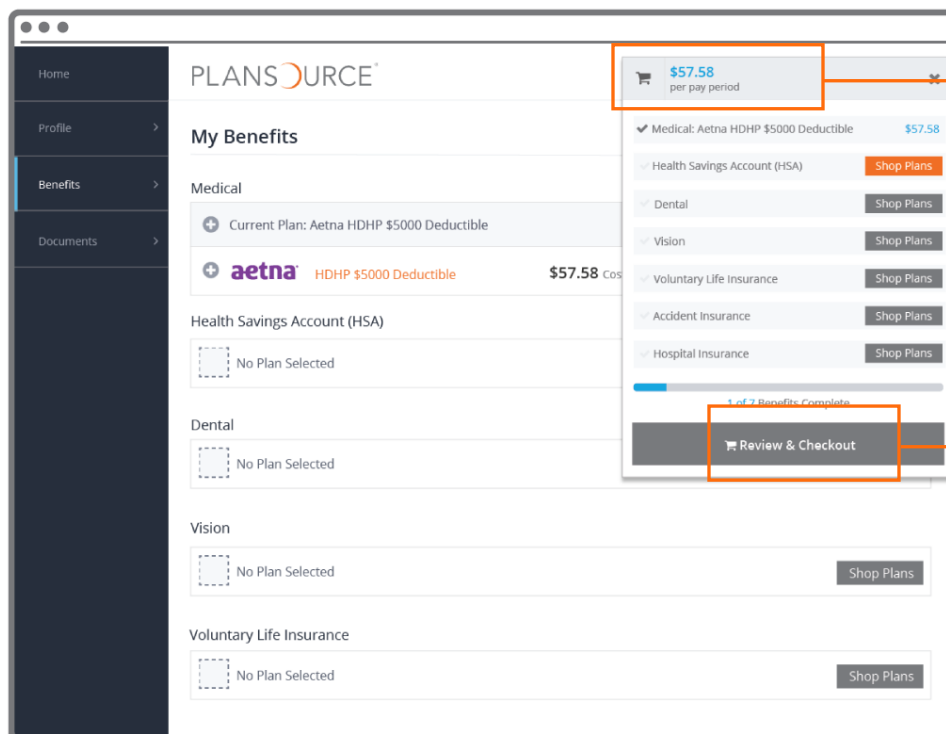


Plan Details

The plan detail page will give you information about each plan, including deductible, cost per pay period and projected costs.

Select Plan

To select a plan, indicate which family members are covered by clicking “edit family covered” and select the card for each family member you’d like to be on the plan. Click “Update Cart” to choose the plan.



Shopping Cart

The shopping cart displays a running total of your combined benefits costs and shows your progress. You will need to select or decline a plan in each benefit type before you can check out.

Checkout

To finalize your choices, click “Review and Checkout.” You must complete the checkout process in order to be enrolled in benefits.