

Online Enrollment Instructions

The following instructions will assist you in making your 2020-2021 benefit selections in the BeneTrac online enrollment system:

1. To log in and enroll/manage your benefits, go online and enter the following address into your browser:

<https://www.eenroller.net/login.asp?ST=OFFI0147>

2. Enter your User Name and Password

❖ **If this is your first time logging in:**

- Your User Name is your first name initial and the first five letters of your last name spelled out (all UPPER CASE) and the last four digits of your social security number.
- Your Password is your last four digits of your social security number.
 - Example: Joe Sample; SSN 111-11-1120 would have user name **JSAMPL1120** and password **1120**
 - You will be prompted to change your password.

3. A “News & Alerts” message may appear – please pay attention. Select “Continue to My Family”.

4. Review and update your personal information on the **My Family** page by taking the following steps:

- a. Click your name to update your personal information. Please make sure to input a phone number and email, if you have one.
- b. Click on the link “**Add a Family Member**” or “**Add Spouse**” to add a spouse or eligible dependent(s) you will be covering under your benefits.
- c. Click on **PROCEED TO MY BENEFITS**.

Employee						
Name	SSN	Address	DOB	Gender	Contact	Approved
Ben Rabor	999-99-8888	123 Training, Training, CT 12345	1/1/1970	Male		Submitted

Dependents

[Add a Family Member](#) | [Add Spouse](#)

PROCEED TO MY BENEFITS >>

5. To enroll in a benefit:

- a. Click a link under the **Benefits** menu to review a particular category.
- b. In each benefit block (i.e. Medical, Dental, Vision) make a selection from the list of **MANAGE BENEFIT** options.

The Benefit Blocks below show your current status in each benefit. Use 'Manage Benefit' on each block to see choices available to you. If you wish to enroll members other than yourself in any benefit, [click here](#) to make those changes now.

IMPORTANT: If you are adding a new dependent you must enroll them in each applicable benefit block. Your dependent will not be enrolled without explicitly adding them to each benefit.

Medical

Dental

Vision

MANAGE BENEFIT

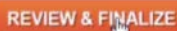
- c. Select **Add or View Plan/Options** or waive benefits.
- d. You may be prompted to select dependents.
- e. Select a **Plan(s)**

Note: The employee cost displayed is based on the number of family members you selected in the previous step.

- f. Carefully review your choices, then Click **I AGREE**.
- g. Please add Beneficiaries for Life Insurance Benefit.

8. To review and finalize your benefits elections after managing all of your available benefits:

- a. Click **REVIEW & FINALIZE**.



- b. Review the elections listed.
- c. To change any of the benefits you selected, click **RETURN TO MY BENEFITS**.
- d. Make any necessary changes and click **REVIEW & FINALIZE** again.
- e. Review the elections listed.
- f. Click **AGREE TO ABOVE AND FINALIZE MY SELECTIONS**.



You will have the ability to print your finalized election upon completion. All elected benefits will be effective 02/01/2020.

