

Online Enrollment Instructions

The following instructions will assist you in making your 2021-2022 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 last name (up to the first 6 letters, no spaces or dashes) and your last four digits of your social security number. Example: Joe Sample; SSN 111-11-1120 would have user name **SAMPLE1120**
- Your password is the last four digits of your social security number
- 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**.

Your Personal Information: Enrollment Example

Please review the information below. Add any family member you wish to enroll in your benefit offerings.

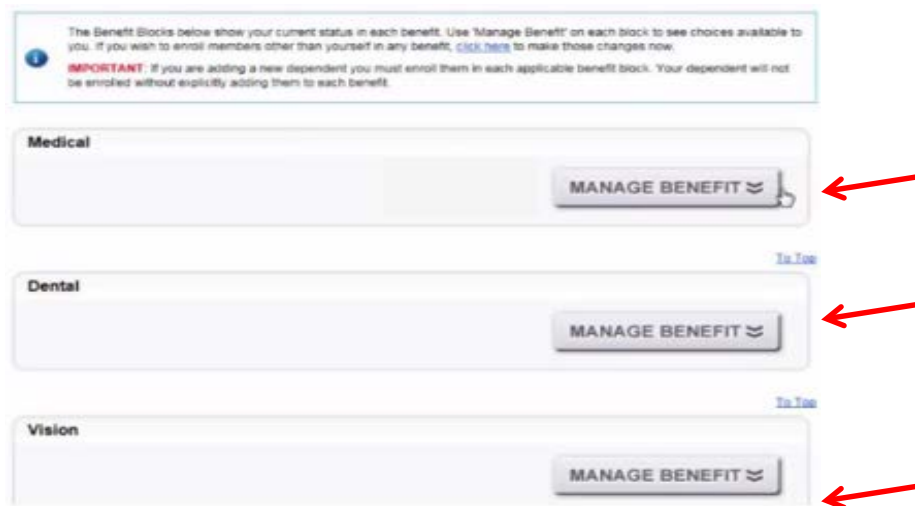
Employee							
Name	SSN	Address	DOB	Gender	Contact	Approved	
Enrollment Example	333-33-3336	1234 Main Street, Camarillo, CA 93012	1/1/1950	Male	Edit	4/26/2016	

Dependents [Add A Family Member](#) [Add Spouse](#)

PROCEED TO MY BENEFITS »

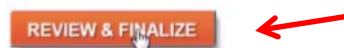
5. To enroll in a benefit:

- 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.
- 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.

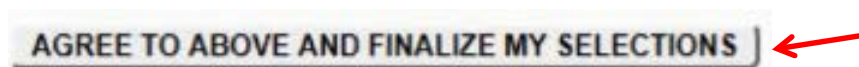


8. To review and finalize your benefits elections after managing all of your available benefits:

- 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 02/01/2021.

