

# SHOW ME HOW

## Open Enrollment: 2025 Benefits Enrollment

Note: Using a computer is recommended when enrolling or making benefit changes

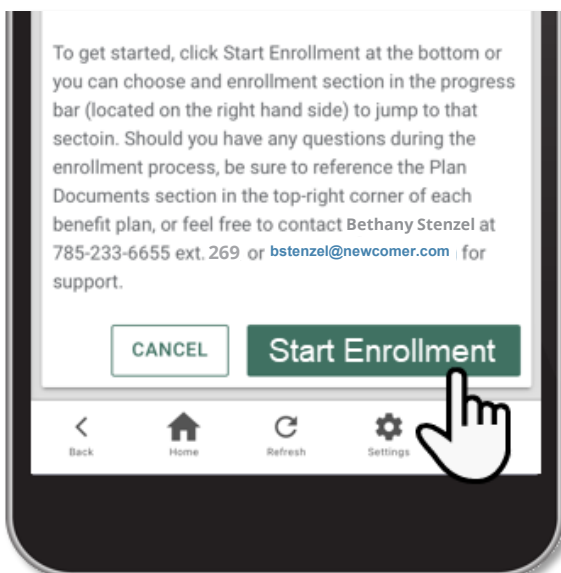
### Phone View



#### Begin 2025 Benefits Enrollment



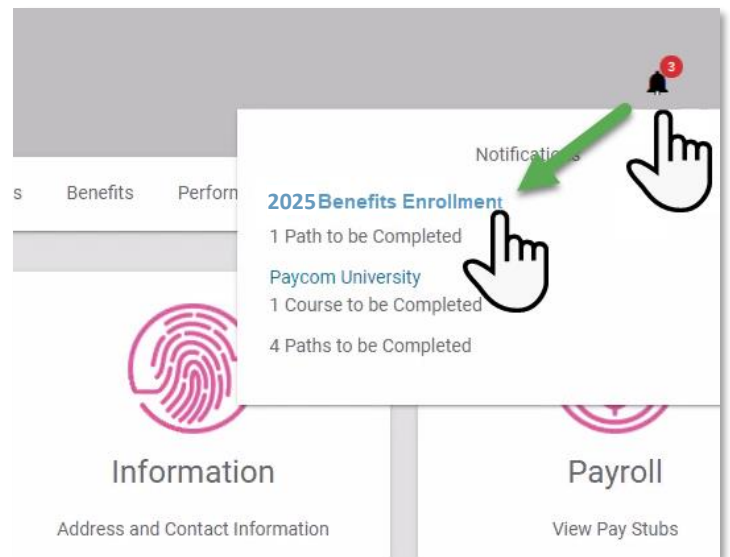
#### Read Instructions



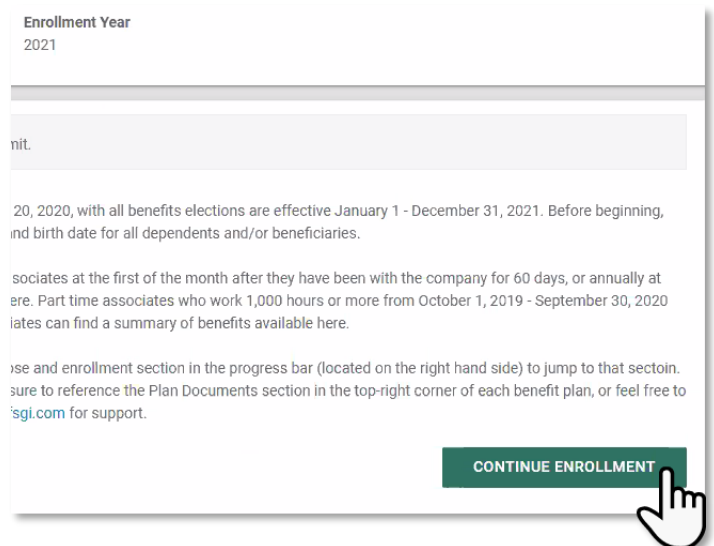
### Computer View



#### Begin 2025 Benefits Enrollment



#### Read Instructions





## Complete & Verify your Information



## Complete & Verify your Information



## Yes to Pre-Enrollment Question



## Answer Pre-Enrollment Question



## No to Pre-Enrollment Question



## Select to Enroll in or Decline each option

6

## Make Enrollment Selections

REVIEW FINALIZE

✓ Medical Plan 1

PLAN DOCUMENTS

Choose Your Coverage

- ☒ Employee Only - \$120.42
- ☐ Employee and Spouse - \$347.22
- ☐ Employee and Children - \$300.91
- ☐ Employee and Family - \$479.74

☐ Decline Coverage

- 1) Choose Plan
- 2) Choose Coverage

7

## Repeat Process for each Elected Plan

REVIEW FINALIZE

Medical

✗ Currently Declined

FSA Medical

✗ Currently Declined

- ✓ = Enrolled
- ✗ = Declined

8

## Review & Sign

Enrollment Submission

Please review your enrollment. When complete, press sign and submit. This will complete enrollment.

CANCEL SIGN AND SUBMIT

6

## Make Enrollment Selections

PLAN DOCUMENTS

Medical Plan 1

Choose Your Coverage

- ☒ Employee Only
- ☐ Employee and Spouse
- ☐ Employee and Children
- ☐ Employee and Family

Medical Plan 2

Choose Your Coverage

- ☒ Employee Only
- ☐ Employee and Spouse
- ☐ Employee and Children
- ☐ Employee and Family

☐ Decline Coverage

PREVIOUS ENROLL

- 1) Choose Plan
- 2) Choose Coverage

Medical Plan

Choose Your Coverage

- ☒ Employee Only
- ☐ Employee and Spouse
- ☐ Employee and Children
- ☐ Employee and Family

7

## Repeat Process for each Elected Plan

Your Cost

Total Cost  
Per Pay Period

- ✓ Contact Information
- ✓ Dependents and Beneficiaries
- ✓ Medical
- ✓ FSA Medical
- ✗ Accident & Critical Illness
- ✗ Legal Shield

REVIEW FINALIZE

- ✓ = Enrolled
- ✗ = Declined

8

## Review & Sign

Enrollment Submission

Please review your enrollment. When complete, press sign and submit. This will complete enrollment.

CANCEL SIGN AND SUBMIT