

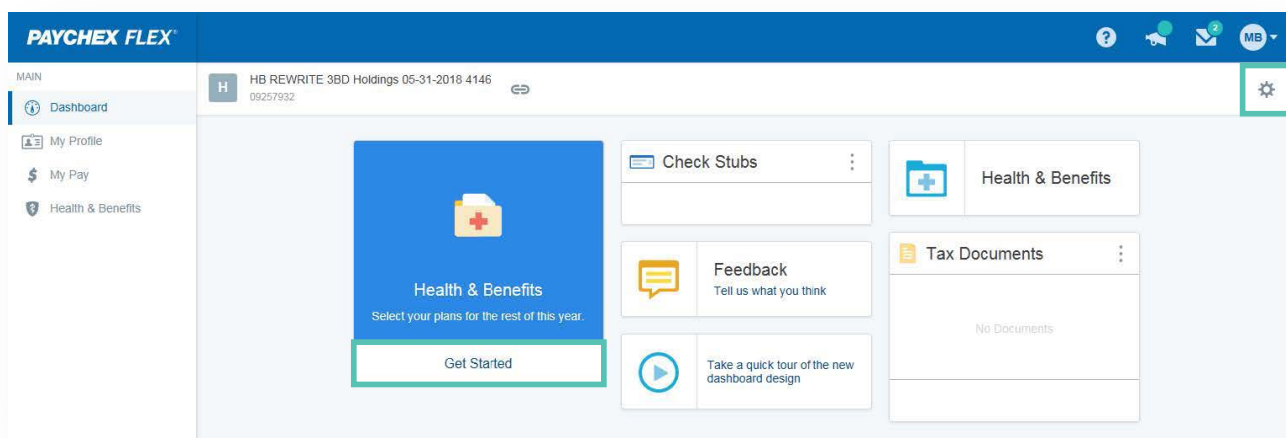
My Benefits Enrollment Process

Introduction

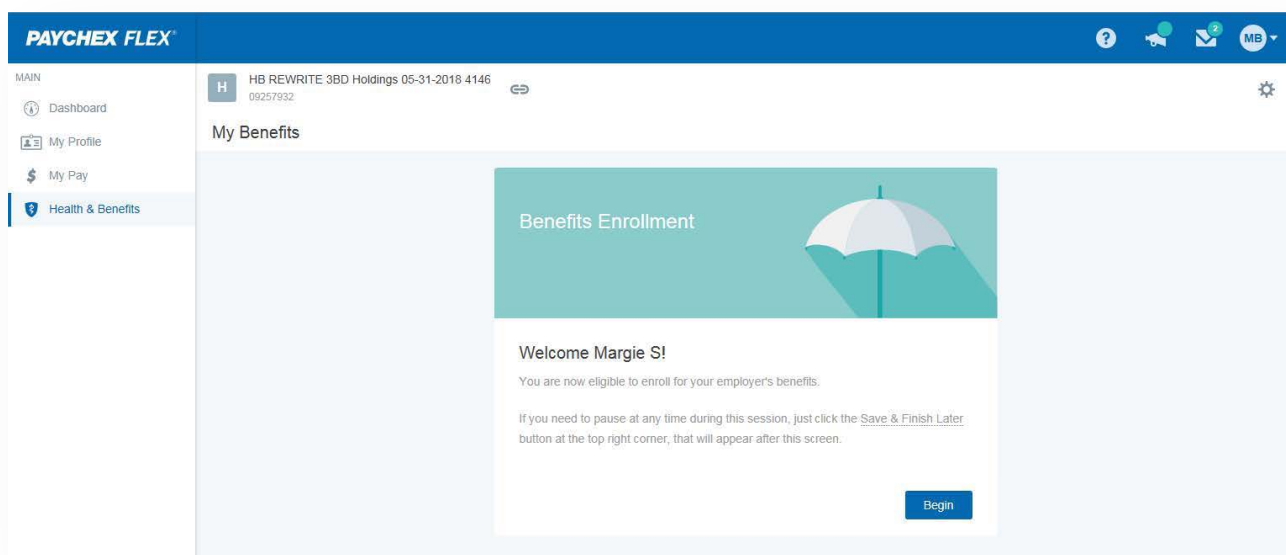
This document provides a general overview of the steps you, as an employee, should follow to enroll in benefits. Plan availability is based on your employer's elections and your plan network.

Access your Health & Benefits enrollment on the Paychex Flex homepage. You can view your current

and future benefits, view employee and dependent information, view your online transaction history, enroll in coverage if you're newly eligible, and make qualifying event changes in the Health & Benefits workflow. Spanish language is now available for the Health & Benefits election process by clicking the settings gear.



Click **Get Started** to access the benefit plan election workflow.



Enrolling in Benefits

The enrollment process consists of five phases: Introduction, My Family, My Benefits, Review Benefits, and Confirmation. Glance at the steps at the top of the page to see where you are in the process.

To enroll in benefits:

1. Click **Begin**.

2. Review your employee and dependent information. To add dependents, click **Add**. To edit a family member, click the arrow next to the dependent's name and then click **Edit**. Click **Save** to save changes or **Cancel** to return to the previous screen.

The screenshot shows the 'My Family' step of the enrollment process. On the left is a sidebar with 'My Profile', 'My Pay', and 'Health & Benefits' (selected). The main content area has a progress bar at the top with 'My Family' (active), 'My Benefits', and 'Review Benefits'. Below the progress bar is a 'Family' section with a house icon and the text 'Please make sure that information about you and your family is up to date.' Below this is a card for 'Margie S Brown' with an 'MB' icon and a right arrow. Underneath is a 'Dependents' section with an 'Add' button and a message: 'You currently have no family on file' with a house icon.

3. Verify that all family members are listed and click **Continue**.

4. Your benefit plans will display as shown below for each plan offered. Click on the **Details** PDF link under Plan Details to review the benefit summary. Select the desired plan. If you are declining coverage, select **Decline**.

The screenshot shows the 'My Benefits' step of the enrollment process. The sidebar and progress bar are similar to the previous screen. The main content area is titled 'Medical' with a medical icon and a note: 'To learn more about this benefit or specific plans, refer to the plan summaries or speak with your HR representative.' A box on the right shows 'Benefits total so far: \$63.46 per pay period'. Below is a table to 'Select a plan' with a 'Compare Plans' button.

Plan Name	Plan Details	Per Pay Period	
UHC HDHP POS - 3 AHP9 REG 2	Details	\$55.71 - \$169.66	Select
UHC NAV POS- 4 AQVE REG 2 PCP	Details	\$59.33 - \$180.45	Selected
UHC HDHP POS - 2 AQUQ REG 2	Details	\$61.96 - \$188.78	Select
Decline	No Coverage	\$0.00	Select

5. Select the corresponding coverage level for the dependents you are covering, or employee only if you are only covering yourself.

Select a coverage level		
Coverage Level	Per pay period	
Employee	\$0.00	Select
EE+Spouse/Domestic Partner	\$0.00	✓ Selected
Employee+Child(ren)	\$0.00	Select
Family	\$0.00	Select

6. If you select a coverage level other than Employee, your family members will be automatically selected based on the level of coverage selected. Deselect any dependents you do not wish to cover.

Dependents		
Name		
	Glenn K Williams	 Selected
	Glenora Williams Wife	✓ Selected

7. Enter your Physician Number (Primary Care Physician), and click Continue.

Dependents

Name	Physician Number ⓘ	
<div>GW</div> Glenn K Williams	<div>Enter Number</div> <div></div>	<div>🔒 Selected</div>
<div>GW</div> Glenora Williams Wife	<div>Enter Number</div> <div></div>	<div>✓ Selected</div>

Back

To Review

Continue

Although you can leave this field blank, we encourage you to complete it in order to avoid delays in enrollment with your carrier. Refer to the carrier's website to look up a Physician Number.

8. For each item in your Group Benefits list, select your benefit coverage and who the benefit will cover, and then click **Continue** until you reach the Review Benefits page.

9. On the Review and Submit screen, carefully review your elections. If there are any elections that require additional information, they will be placed in a pending approval status to be reviewed by Paychex. Click **Change** to make any changes. If you do not need to make any changes, check **"I've read and I agree with the Legal Notice"** and click **Submit**.

Health & Benefits

My Family

My Benefits

Review Benefits

Review Your Selected Benefits

Confirm the benefits you have selected or declined before you submit.

Your selected benefits

Plan Name	Coverage Level	Per Pay Period	
<div>UHC NAV POS- 4 AQVE REG 2 P...</div> <div>Medical</div>	EE+Spouse/Domestic Partner Glenora Williams	\$126.36	<div>Change</div>
<div>EYEMED VISION CORE</div> <div>Vision</div>	EE+Spouse/Domestic Partner Glenora Williams	\$0.00	<div>Change</div>
<div>AETNA LTD 180 DAYS 5,000 BEN</div> <div>Long Term Disability</div>	Employee	Employer Paid	
<div>AETNA LTD 180 DAYS 5,000 BEN</div> <div>Long Term Disability</div>	Employee	Employer Paid	

Beneficiaries

Edit

Primary Beneficiaries ⓘ

T

 Trust of Charlotte Sando
100%

Secondary Beneficiaries ⓘ

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☒ I've read and I agree with the [Legal Notice](#)

Submit

Return To: [Legal](#)


Next Up: [Confirmation](#)

10. You will receive a confirmation showing your elections. Click **Print Benefit Summary** to print a confirmation of your benefit plan elections. You can save this file as a .pdf or print it to retain a copy for your records. Click **OK** to return to the My Benefits dashboard.



Congratulations, you're all set!

Your benefits will be in effect starting **July 1, 2018**.
Your reference number for this transaction is **8803808**.

 [Print Benefit Summary](#)

OK