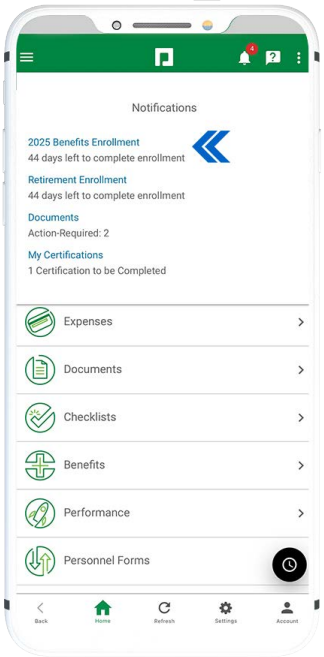
# Show Me How

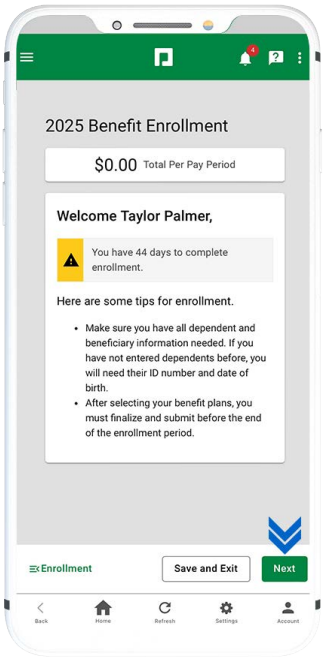
to Enroll in Benefits

## BENEFITS ADMINISTRATION

### STEP 1

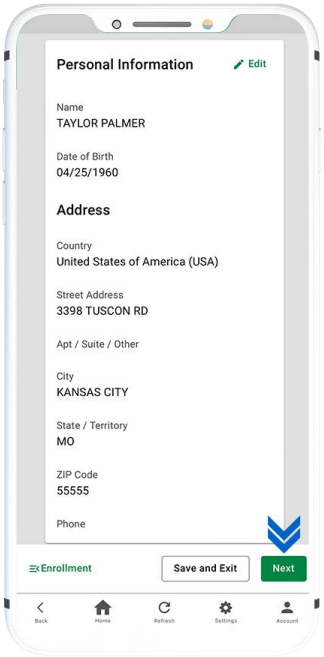
From the Notifications Center, tap the current year's Benefits Enrollment. Review the instructions and tap "Next."




### STEP 2

Review your information. Tap "Edit" to make changes or "Next" to continue.




## EMPLOYEES

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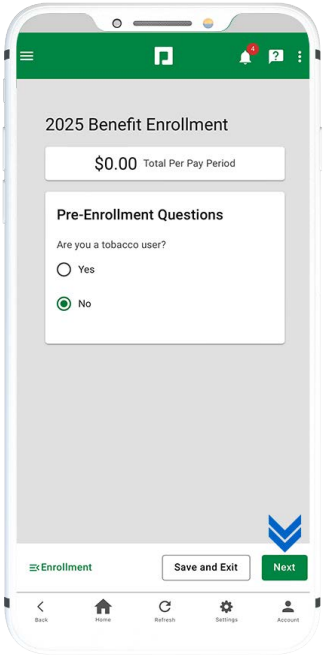
## BENEFITS ADMINISTRATION

### STEP 3

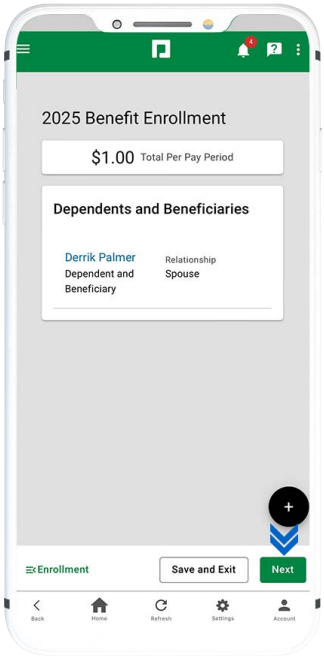
Complete the Pre-Enrollment Questions and tap "Next."




### STEP 4

View and update dependents and beneficiaries. Once complete, tap "Next."

*To edit dependent and beneficiary information tap the blue hyperlink. To add a new dependent or beneficiary tap the plus sign.*

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# Show Me How

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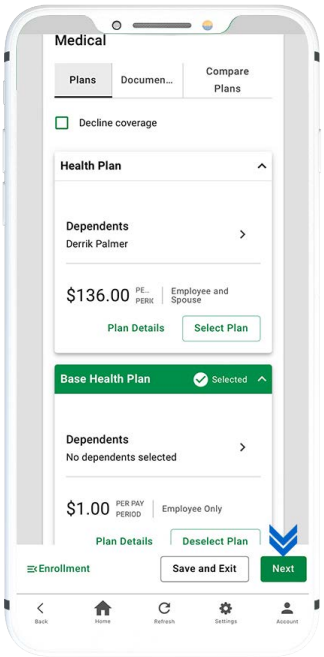
## BENEFITS ADMINISTRATION

### STEP 5

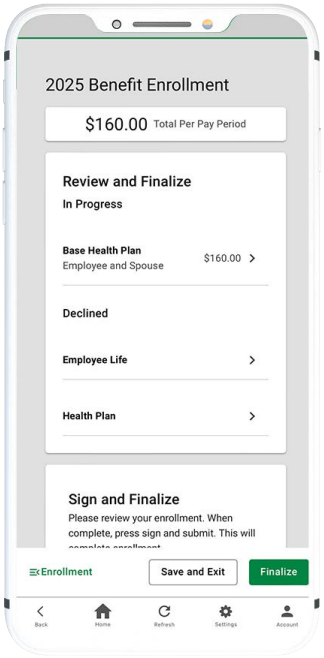
Choose to enroll in or decline a plan by checking the appropriate option. When finished, tap "Next." Continue for each benefit plan.




### STEP 6

When finished, review your enrollment and sign the document. Then, tap "Finalize."

*To view your current benefits at anytime, navigate to Benefits > My Benefits.*



## EMPLOYEES

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