

HOW TO ENROLL OR MAKE CHANGES

Open Enrollment & Benefits Online Enrollment

If you do not need to make changes to your insurance, you do not need to follow these steps.

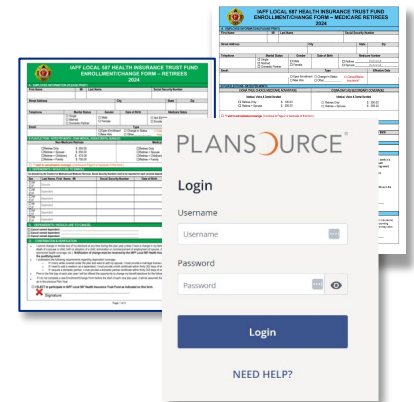
Active Employees: Skip to number 2. All Active employees must make changes to their benefit elections on the online enrollment system, PlanSource.

Retirees: have the following options:

1. Fill out and return the respective Enrollment Form

or

2. Make your changes online by following the following:



Go to [https:// benefits.plansource.com](https://benefits.plansource.com)

Follow the instructions below for your Login ID and Password. You will be prompted to choose a new password.

Login ID/Username Your username is the first initial of your first name, up to the first six letters of your last name, and the last four digits of your SSN.

Password your initial password is your birthdate in the YYYYMMDD format. You will be prompted to reset your password.

Example #1: Taylor Williams, SSN: XXX-XX-1234, Birthdate: January 4, 1982

Login ID: twillia1234, **Password:** 19820104

Note: During Open Enrollment, the system resets passwords to the above default (YYYYMMDD).

HAVING TROUBLE LOGGING IN? Click the “NEED HELP?” link to obtain your username and/or reset your password.

On the homepage, click “Get Started” to begin.

You will need to review and update your personal information, if necessary, to ensure that all information listed is correct.

Next, you will need to review your dependent information. If you wish to add coverage for dependent(s) in any benefits, you would need to add them here.

Next, you can shop for benefits!

When choosing benefits for the first time, you will click on the **Shop Plans** button

When updating existing coverage, you will click on the **View or Change** button

Family Covered

<input checked="" type="checkbox"/> Yourself	<input type="checkbox"/> Nathalie Test	<input checked="" type="checkbox"/> Cindy Test
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To ensure that your dependents are covered, please make sure that you have checked the checkbox next to their name.

Click **Update Cart** to add coverage to your cart. You may also see a **Take Survey** button. When you complete all elections, click to **Review & Checkout**.

If selections are correct, click **Checkout** button.

You must complete the checkout process in order to be enrolled in benefits.

You will land on the Summary page that confirms you have completed the enrollment process.
Note: You may download, email, or print the summary for your records.

If you have any questions, please contact your Benefits Team at benefits@healthtrustmaff.org.