

How to

Enroll In Your Benefits Plan.

Easily enroll in your benefits plan in less than 5 minutes. A couple of weeks before your plan comes into effect you will receive an email from Simply Benefits with a **unique link to your digital enrollment form**. Here's how enrollment works:

1 First, you will receive an email from **Simply Benefits** where you can click the "Sign Up" button to be taken to the **digital enrollment form**! Then, you can enter your email and create a password.

Create Account Details Dependents Beneficiaries Trustee Spending Accounts Confirmation

Create Account

Email
Password
CONTINUE

Details

First Name
Last Name
Address*
Coverage Type
CONTINUE

Dependents

First Name
Last Name
Relationship
CONTINUE

Beneficiaries

First Name
Last Name
Shares
CONTINUE

Trustee

First Name
Relationship
CONTINUE

Confirmation

I acknowledge that this information is correct.
Signature
Date
FINISH

3 The third step is for adding your **Dependents**. Here is where you can add their information such as their name, **relationship**, and email address. If your spouse has their own coverage you can also enter it here.

5 The fifth step is for selecting a **Trustee**. A Trustee only needs to be included if one of your beneficiaries are under the age of 18.

Note: If none of your beneficiaries are under 18, then you can skip this step.

2 The second step is for filling out **general information** like your phone number, address, marital status, and **coverage type**. Some of this information will already be pre-filled from the data that your employer has provided.

4 Here you can specify which individuals you would like as your **beneficiaries**, and the percentage of shares you are allocating them. You can add as many as you would like by clicking the '**Add Beneficiary**' button. Remember, if there is more than one beneficiary the total percentage amongst all individuals listed should equal 100%.

6 Once all the information in the form is filled and correct, you can move onto the final step. This is to **e-sign** your enrollment form and officially enroll in your benefits plan.

It's that easy!

*Enrollment Form has been condensed in this example.