

## 2021 Employee Benefits Open Enrollmen

### Online Self-Enrollment Instructions

Selecting your benefits is fast, easy and convenient with the online enrollment system. You can make decisions and changes online and get immediate confirmation of your selections.

Beginning October 5th, you will be able to self-enroll online through Taylor & Sons following the instructions below.

Have the following information available prior to logging on to the self-enrollment site: Social Security Numbers and birthdates for you and your covered dependents

#### STEP 1

Open a web browser and type in: https://mybenefitsportal.com/mdes/

Click on "Enroll Now" and follow the step-by-step instructions to complete the enrollment process

## **How To Login:**

**EmployeeID:** 1st initial + last name + the last 4 digits of your SSN (all lowercase)

EXAMPLE: John Smith SSN 123-54-1453

UserID= jsmith1453

**PIN:** last four of SSN + last 2 digits of birth year

EXAMPLE: SSN 123-54-1453 DOB March 16, 1960

PIN= 145360 (If you choose to change your PIN on the following page, please keep it in a secure location)



Once you have successfully logged on, the self-enrollment site will take you step by step, one screen at a time, to enroll in your benefits for the upcoming plan year. Help screens are located at the top of every page of the self-enrollment site. On each help screen you will find product information and tips on how to enroll. Additional information to help you through the system is on page 2-3.

## **Need Help?**

Call and speak with Help Desk at 844-342-2612 between the hours of 8am and 5pm, Monday through Friday.











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## Online Self-Enrollment Instructions (continued)

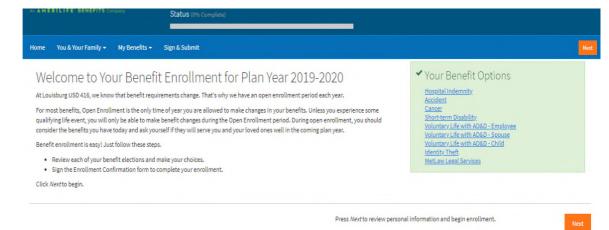
### STEP 2

At the "Employee Login" screen, enter your Employee ID: first initial + last name + last four of SSN (all lowercase). Your PIN is a combination of the last 4 digits of your Social Security Number and the 2-digit year of your birth. For example, if the last 4 digits of your SSN are 3214 and you were born on September 21, 1968, your Pin would be "321468".

If you are having trouble logging on the system, contact the Help Desk for assistance 844-342-2612.

### STEP 3

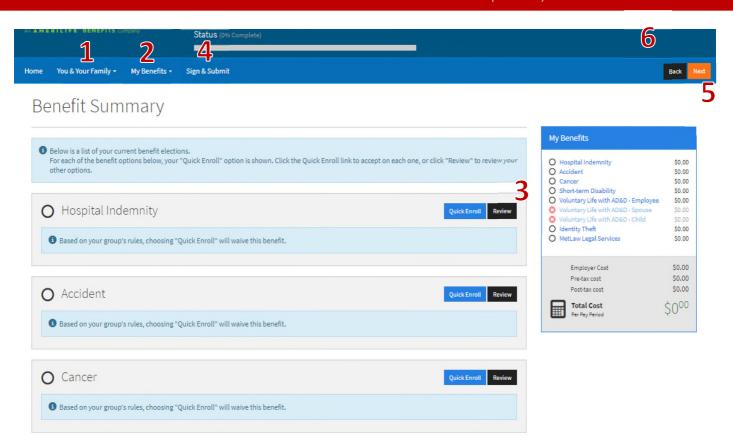
When the Welcome Page appears on your screen, that means you are in! Follow the onscreen instructions to enroll in your benefits, find answers to your questions, download forms and more.





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### Online Self-Enrollment Instructions (continued)



### 1. Review Personal Info

Start your benefits enrollment by clicking on Next to review your personal and dependent information.

### 2. My Benefits

Snapshot of your current elections.

#### 3. Enroll

Click Next to continue through the plan information or on the benefit plan names under My Benefits to enroll or waive coverage. A green check means "enrolled". A red X means "waived" or "not eligible". A blank means "not yet enrolled".

### 4. Sign & Submit

You must complete all steps to process your enrollment choices. In this step, you will sign a benefit confirmation form electronically using your PIN.

### 5. Next Button

Click the Next button at the top (or bottom) of the screen to begin your enrollment for that benefit.

### 6. Form Library

Click the Form Library icon to view a copy of the benefit guide (if provided by the employer).