



MISSISSIPPI DEPARTMENT of EMPLOYMENT SECURITY

2021 Employee Benefits Open Enrollment

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](tel:844-342-2612) between the hours of 8am and 5pm, Monday through Friday.





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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](tel: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.

AMERILIFE BENEFITS company

Status (0% Complete)

Home You & Your Family My Benefits Sign & Submit **Next**

Welcome to Your Benefit Enrollment for Plan Year 2019-2020

At Louisburg USD 416, we know that benefit requirements change. That's why we have an open enrollment period each year.

For most benefits, Open Enrollment is the only time of year you are allowed to make changes in your benefits. Unless you experience some qualifying life event, you will only be able to make benefit changes during the Open Enrollment period. During open enrollment, you should consider the benefits you have today and ask yourself if they will serve you and your loved ones well in the coming plan year.

Benefit enrollment is easy! Just follow these steps.

- Review each of your benefit elections and make your choices.
- Sign the Enrollment Confirmation form to complete your enrollment.

Click **Next** to begin.

✓ Your Benefit Options

- [Hospital Indemnity](#)
- [Accident](#)
- [Cancer](#)
- [Short-term Disability](#)
- [Voluntary Life with AD&D - Employee](#)
- [Voluntary Life with AD&D - Spouse](#)
- [Voluntary Life with AD&D - Child](#)
- [Identity Theft](#)
- [MetLaw Legal Services](#)

Press **Next** to review personal information and begin enrollment. **Next**



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Benefit Summary

Below is a list of your current benefit elections. For each of the benefit options below, your "Quick Enroll" option is shown. Click the Quick Enroll link to accept on each one, or click "Review" to review your other options.

- Hospital Indemnity Quick Enroll Review
- Accident Quick Enroll Review
- Cancer Quick Enroll Review

My Benefits

- Hospital Indemnity \$0.00
- Accident \$0.00
- Cancer \$0.00
- Short-term Disability \$0.00
- Voluntary Life with AD&D - Employee \$0.00
- Voluntary Life with AD&D - Spouse \$0.00
- Voluntary Life with AD&D - Child \$0.00
- Identity Theft \$0.00
- MetLaw Legal Services \$0.00

Employer Cost \$0.00
Pre-tax cost \$0.00
Post-tax cost \$0.00

Total Cost \$0.00
Per Pay Period

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).