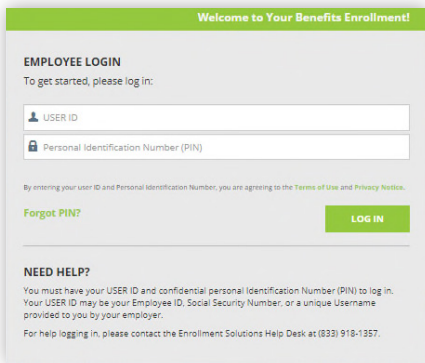


Self-Enrolling in your benefits gives you the freedom to complete your enrollment when you want, and where you want.

Before you begin remember to:

- Review product options
- Ensure internet connection
- Gather dependent and beneficiary information
- Set aside 20-30 minutes

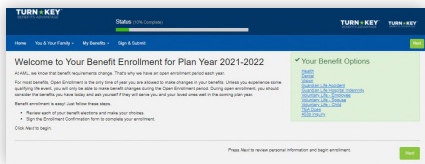


Start by going to your company's benefit portal and selecting "Enroll Now".

This will take you to the TurnKey login screen.

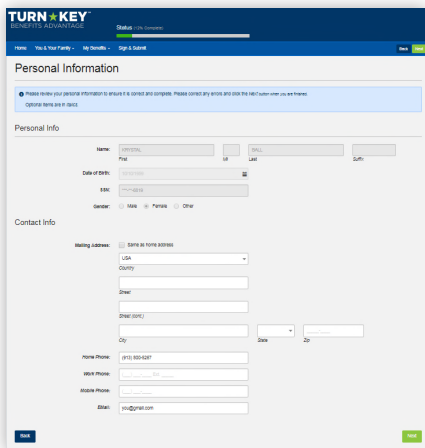
Your User ID will be the first initial of your first name, last name and last four digits of your social security number. (example: jtest1234)

Your PIN (or Password) is the last four digits of your social security number and the last two digits of your birth year. (example: 123464)



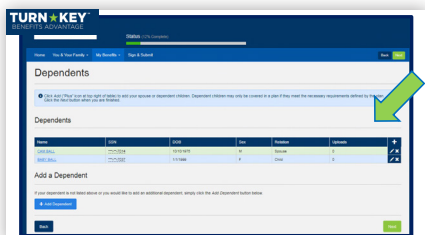
You will begin your enrollment on the Welcome page.

- This screen provides a list of benefit offerings.
- Click the "Next" button to begin your enrollment.



The next screen is your personal information.

If you need to make changes, contact your Human Resources department. Click "Next".



Next is the Dependents screen.

- You can add, change or delete dependents on this screen.
- Click "Next" when ready to move to the next screen.

You may or may not come to the Employment Information screen next. This is a review screen. Click “Next” to continue.

Now on to the Benefit Summary screen. Here you will see all of your benefit options. Any coverages that you are currently enrolled in will show under each benefit.

- Review each benefit by clicking Review or you can click Quick Enroll and keep the election the same.
- Once you have reviewed and/or quick enrolled all of your benefit offerings, you are ready to click “Next”.

You are now at the Sign & Submit page. Once you have either enrolled in or waived each of the benefits on your enrollment screen you will need to Sign and Submit.

- Please take the time to review your elections one more time for accuracy. “Last Chance before you close everything out.” If you need to make a product change, select the product you want to change and you will be able to do so. Once you are satisfied with your elections, click “Next”.

You are now on the Review and Sign Forms screen. You will be directed to enter your PIN in order to electronically sign any necessary documents. What is my PIN? Your PIN is the last four of your social security number + the last two digits of your birth year.

- Also, be sure to print your confirmation statement for your records or ask your Human Resources department for a copy.

The next screen is the completion screen. CONGRATULATIONS!!! You have completed your enrollment.

You have completed your enrollment once you see the Sign/Submit Complete screen and the words Congratulations. You can now log out of the system.