

How to Enroll In Your Benefits



Open Enrollment is April 29th - May 10th

REGISTER AND LOGIN

1. Visit www5.benefitsolver.com and login by entering your user name and password.
2. If you are a first-time user, click on **Register** to set-up your user name, password and security questions.
3. Our Company Key is **NCHIP** (note: it's case sensitive).

RETURNING USERS: Click on the **Trouble Logging In?** link to reset your login details.

EXPLORE YOUR OPTIONS

Explore the site to learn about your benefits. You will find lots of helpful information in the **Reference Center**, located at the top of the page in the navigation menu.

The Calendar on the Home Page lets you know how many days you have left to enroll.

START YOUR ENROLLMENT

Click the **Start Here** button to review your personal information and add or edit any dependents you wish to cover.

Be prepared to provide each dependent's legal name, Social Security Number, and birth date to add them to your coverage. You may be required to provide documentation to prove your relationship to each dependent.

ENROLL IN COVERAGE

Use the **Next** and **Back** buttons to review and elect options available to you. **DO NOT** use the back arrow in your browser to navigate between pages.

Choose or decline coverage for each option, and select which family members you wish to cover.

Review plan documents and use the Compare and Plan details tools to view details and costs for the options available to you.

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Review Enrollment

You're almost done! Please review your enrollment below.
You must click the **Approve** button before you will be enrolled in any plans.

- ▶ About You
- ▶ Dependents
- ▶ Beneficiary Information

Your Elections

My Health

REVIEW AND FINALIZE YOUR ELECTIONS

Make sure your personal information, elections, dependents, and beneficiaries are accurate, then approve your elections.

To finish, click **I Agree**. When your enrollment is complete, you will receive a confirmation number and can print your **Benefit Summary** for your records.

AFTER YOU ENROLL

You can return to the **Home** page to check for any additional tasks needed to complete your enrollment, view or download your Benefit Summary, and download the MyChoice Mobile App.

Visit this site anytime you want to learn more about your benefits or make a change to your coverage if you experience a Qualifying Life Event.

DOWNLOAD THE MYCHOICE MOBILE APP AND MANAGE YOUR BENEFITS FROM YOUR PHONE.





Providing you access to your benefits when and where you need it.

Available on iOS and Android

MAKE MID-YEAR CHANGES

The benefit elections you make will remain in effect until the end of the plan year, unless you experience a Qualifying Life Event (QLE) such as:

- Getting married or divorced
- A change in job status (for you or an enrolled dependent)
- Having a baby or adopting a child

If you experience any of these Qualifying Life Events, you must provide the required supporting documentation and make changes within 30 days of the event.

Login to www5.benefitsolver.com

Click on **Change My Benefits** button to make election changes or update your basic information

Select the **LIFE EVENT** button and the event you wish to file. Then, follow the same election steps above to complete your life changing event.

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Confirmation

Thank you for enrolling in your new hire benefits. To view your benefit elections at anytime throughout the year you can access your **Benefits Summary** under your name in the upper right hand corner.

If you have any questions, please chat with your personal benefits assistant, Sofia via the **Live Chat** feature in the navigation bar at the top of your browser.

*Total employee cost represents the total approved cost of benefits included on the summary. Other benefits not displayed are not included. This information submitted may be subject to further review and/or approval. The deduction amounts are based on rates and calculations shown in the Benefitsolver system at the time of elections. To verify actual elections and/or deduction amounts, please contact your benefits administrator.

Beneficiary remains responsible for any and all fees or damages, and in no event shall Businessolver be liable for any amount, including, but not limited to, insurance premiums, stop-loss deductibles, reinsurance fees, health plan or other claims, cancellation or reinstatement fees, or penalties, for a failure to pay a carrier/vendor or for failure to provide appropriate billing information in a timely manner, unless such delay is caused by the negligent acts of Businessolver.

I Disagree
Total Employee Cost: \$587.34
 I Agree

Monthly

Thank You!

Transaction Complete Print Benefit Summary

Your information has been submitted. Select Home to return to your benefits home page or Log Out to end this session.


Confirmation Number

Thank You.

You Completed Your Enrollment!

Now manage your benefits year-round by downloading the MyChoice Mobile App to your mobile device: Apple | Android

Once you have downloaded the App, activate your access code below to get access!




MyChoice Mobile App

- Quick access to benefits details
- Store your ID Cards


[Get Access Code](#)

[Home](#) [Logout](#)


Welcome Chandra, to your benefits site!




Profile




Benefit Summary



Change My Benefits



Compare Plans



Personal Documents

Questions

- ▶ Life Events
- ▶ New Hires
- ▶ Annual Enrollment

Benefits Guide

[View Your Benefits Guide](#)

Search Reasons for Change

Select the reason for change that applies and enter the date of the event.

▶ **ENROLLMENT**

Examples:
New Hire Enrollment
Open Enrollment.

▶ **BASIC INFO**

Examples:
Change of Address
Change of Beneficiary

▶ **LIFE EVENT**

Examples:
Marriage/Divorce
Birth/Death