## How to Enroll In Your Benefits

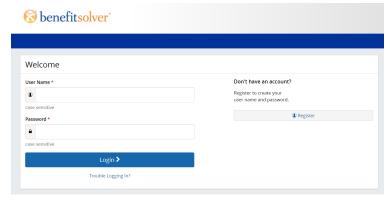


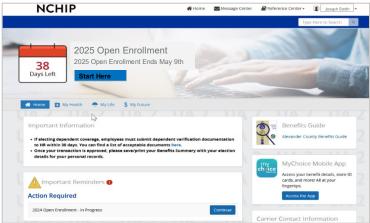


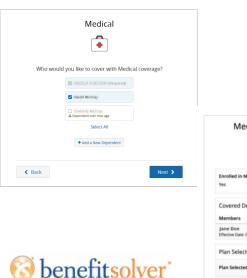


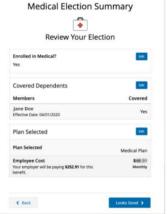


## Open Enrollment is April 28th - May 9th









## **REGISTER AND LOGIN**

- 1. Visit <u>www5.benefitsolver.com</u> 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 dependent dependent

## **ENROLL IN COVERAGE**

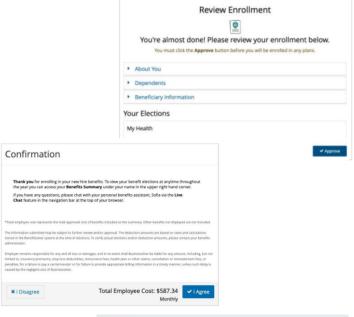
Use the **Next** and **Back** buttons to review and elect options available to you. DO NOT use the back arrow in your browser to navigate between pages.

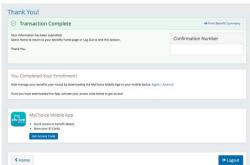
Choose or decline coverage for each option, and select which family members you wish to cover.

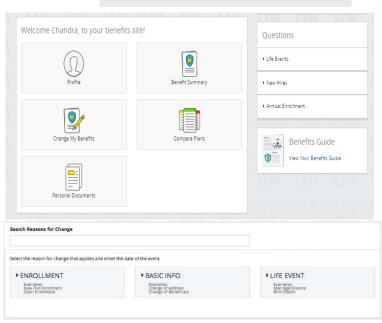
Review plan documents and use the Compare and Plan details tools to view details and costs for the options available to you.

www5.benefitsolver.com
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# How to Enroll In Your Benefits







## **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.



## **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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