

# ENROLL USING THESE 5 EASY STEPS!



## Your Company ID: 1183



Available on iOS and Android.  
Visit your device app store.

1. Go to [www.Benefitfirst.com](http://www.Benefitfirst.com) and select “Log In” (top right corner).
2. Select “Create User ID” and enter your personal information as it appears on your paycheck:
  - ✓ Company ID: 1183
  - ✓ Date of Birth
  - ✓ First Name
  - ✓ Last Five of your SSN
  - ✓ Last Name
3. Register your new User ID!
4. Select “Register a new password”.
  3. User your personal information to create your password.
  3. Choose a unique, confidential password and click **SUBMIT**.
5. Log in to Benefitfirst using your User ID and password.

## Once you have created your profile, to review, elect or make changes to your benefits follow the below instructions:

- On the **your Benefitfirst** homepage choose **ENROLL NOW!** in the top right corner.
- During Annual Enrollment, you will be defaulted to enroll for **ANNUAL ENROLLMENT**.
  - If you are a new hire, you will be defaulted to: **ENROLL IN OR DECLINE BENEFITS AS A NEWLY ELIGIBLE EMPLOYEE**.
- Check your personal information for accuracy and click **NEXT**.
- Add any eligible dependents to the dependent screen and click **NEXT**.
- Starting with the medical screen, complete your selections. Choose the level of coverage, the plan desired and the dependents to be added.
- At the final enrollment screen, you will be required to review your elections and certify them by re-entering your password.
- The final step is to click the **SUBMIT** button. That’s it...the entire process can take as little as 4 minutes to complete.



Need an explanation of insurance terms or help deciding between your benefit options? Visit the Decision Support Center on your Benefitfirst homepage for a library of frequently asked questions.

*If your browser warns you that you are entering a secure site, click “yes” to continue. We recommend turning the pop-up blocker off for the Benefitfirst website. To do this, you will need to add “www.benefitfirst.com” as the address of websites allowed in your browser preferences. Alternatively, you can press and hold down the Ctrl key when you click on the Continue button on the Enrollment Wizard start-up page.*