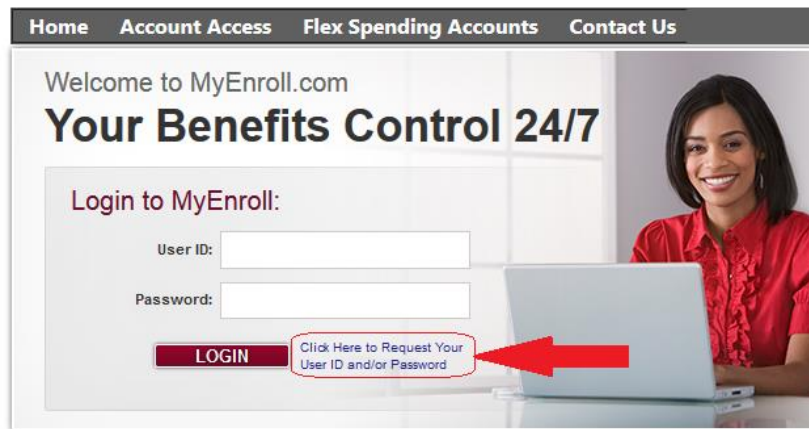


Quick Employee Reference Open Enrollment

Getting a MyEnroll User Name & Password

Go to www.MyEnroll.com and click on the link “Click Here to Request Your User ID and/or Password”.



1. You will be asked if you are associated with a federal agency, click on the radio button for No, and then click on Continue. (Note, the continue button will not appear until you select No.)



Employer Identification

Are you an employee, retiree, intern or other member of a federal agency?

Yes No

2. Click on the link of what you would like sent to you.



Request User ID and/or Password

To request your User ID, click on the "Request User ID Only" hyperlink below.
To request your Password, click on the "Request Password Only" hyperlink below.
To request your User ID and Password, click on the "Request User ID and Password" hyperlink below.

[Request User ID Only](#) or [Request Password Only](#) or [Request User ID and Password](#)

- If you have previously validated an email address in MyEnroll, simply enter your email address to have the logon credentials sent to you. Otherwise, click on begin to have your credentials provided on screen.



Request User ID and Password

You have the option of obtaining your User ID & Password in one of two ways: (1) View User ID & Password Online and (2) Receive User ID & Password by Email; each is described below (Note – The "View User ID & Password Online" option is for employees only and is not available for administrators and resellers looking to obtain their Administrator User IDs. Administrators and Resellers may only use the "Receive User ID & Password by Email" option.)

View User ID Online Option: You can obtain your User ID on the screen by using the "View User ID Online" option below. This is a good choice if: (1) You know you do not have an email on record with this system, (2) You prefer not to receive your User ID in an email, or (3) You try to obtain your User ID by using the "Receive User ID by Email" below but the email you provide does not match any of the emails the system has on record for your account.

Receive User ID by Email: Use this option to enter the email address you want us to use for delivering your User ID. The system will compare your email entry to the emails associated with your account. If your request a delivery email address that matches at least one email associated with your account, we will be able to send you your User ID by email, instantly.

View User ID Online: (Do not use if you are an administrator or reseller.)

Receive User ID by Email: Enter Your Email



NOTE: All system issued passwords are temporary and expire in 48 hours.

Making Open Enrollment Elections

Once you have obtained your User ID and password, simply log into your record at www.MyEnroll.com. During the Open Enrollment period you will see a bright pink box above your information.

- Click on the Go button to start the Open Enrollment process.

Employee Home Page ***** Active (10/01/2013)*****

Home Coverage Coverage History Dependents Dependent Coverage

Annual Open Enrollment

Name & Home Address
Jayne De Smith
123 Main Street
Cincinnati, OH 00000

Classifications
Status
Active

Benefits Class
I - School Lay

Identification
Social Security Number: 979-87-6595
Date of Birth: 01/01/1955 (59)
Gender: Male
Title: Unknown
Marital Status: Unknown

Department
Administrator

Pay Schedule

- (2) After clicking on Go, you will be on the first page of the enrollment wizard. Click on the green button and then simply follow the steps through the enrollment wizard.

Open Enrollment Timeframe

You do not need to complete the enrollment process in a single session. You may return at any time during the Open Enrollment period to complete the process or make changes. Your election(s) will save even if you do not go all the way through to the last page of this enrollment wizard. The Open Enrollment period dates are displayed on the status bar at the top of this page, along with the number of days remaining in the Open Enrollment period.

Click on the **BEGIN YOUR ENROLLMENT** button to move automatically through each of the enrollment steps listed to the right.

Open Enrollment Resources

If you need more information or have questions about your benefits or the Open Enrollment process, the following resources are available:

Benefit Plan Information: To access information about your employee benefit plan options, select "Tools" from the left navigational menu and click on "Reference Library."

Technical Assistance: If you need assistance with the Enrollment Wizard, customer service contact information is located on the top right of this page, or go to "Tools" on left navigational menu and click on "Contact Service Rep."



- (3) Each screen will show your current election and your options for change. If you do not wish to make any changes, just click on Save & Next at the bottom of the screen to move the to next page.

Enrollment Wizard - Medical Insurance Enrollment

To select your Medical Insurance, click the button associated with the coverage you wish to elect. Click the "Save & Next" button to save your selection and move to the next enrollment step.

Current Enrollment: **Waive Medical Insurance - Selected**

Status	Your Per Pay Cost
Waive Medical Insurance	
<input checked="" type="radio"/> Selected	\$0.00
Blue Access PPO	
<input type="radio"/> Single	\$14.31
Family	\$33.23 Note (1)

Note 1: Cannot elect coverage because you do not have an eligible dependent.

Buttons: Back, **SAVE & NEXT**

CUSTOMER SERVICE
1.866.694.6423
AOCbenefits@basusa.com

Enrollment Steps Navigation
(Quick Links)

- ✓ Welcome
- ✓ Instructions
- ✓ Personal Information
- ✓ Dependent Information
- ▶ Medical Insurance
 - Dental Insurance
 - Supplemental Employee Life
 - Pre/Post Tax Deduction
 - Summary

- (4) Continue through each screen until you reach the last page, Summary, where you will electronically sign your enrollment selections. You will be able to print a copy of what you electronically sign.