



# BENTEK USER GUIDE

# Table of Contents

Getting Started .....	3
Bentek Overview .....	3
Create an Account .....	4
Log in to Bentek .....	7
Bentek Help .....	8
Manage My Account.....	10
Change My Password.....	10
Notification Settings .....	12
Multi-Factor Authentication Login .....	14
Benefits Enrollment.....	15
Open Enrollment.....	15
New Hire Enrollment .....	17
Life Event .....	18
My Information.....	20
My Dependents .....	21
Benefit Highlights.....	23
My Benefit Elections .....	24
My Beneficiaries .....	26
Verify My Elections .....	29
My Benefits Cart.....	32
Access Bentek Year-Round .....	33
View My Benefits.....	33
My Beneficiaries .....	35
My Documents .....	38
Benefit Highlights.....	40
Resources .....	41

# Getting Started

## Bentek Overview


Bentek<sup>®</sup> is your home for employee benefits. Access your benefits information 24 hours a day, 7 days a week.

## Enrollment

Use Bentek to enroll in benefits for New Hire, Open Enrollment and Life Events.


## Access Bentek Year-round:

- View My Benefits
- Submit a Life Event
- View and update My Beneficiaries
- Upload My Documents
- Access Resources and Forms

 The Bentek Use Guide is intended to support the user experience. Depending on configuration, features and functionality may differ from the screens and behavior described in this guide. For benefit related questions contact your benefits administrator. For technical support contact Bentek at 1(888) 523-6835.

Bentek is mobile friendly and was created using a responsive design that is enabled to run on any mobile device. Bentek maintains support for common browsers, utilizes Adobe and Java. Our browser requirements include:

- Chrome version 44 and higher,
- Mozilla Firefox version 40 and higher,
- Microsoft Internet Explorer Version 11 or higher,
- Microsoft Edge 12 and higher, and/or
- Safari 9 and higher.

 Site appearance may vary in mobile view.

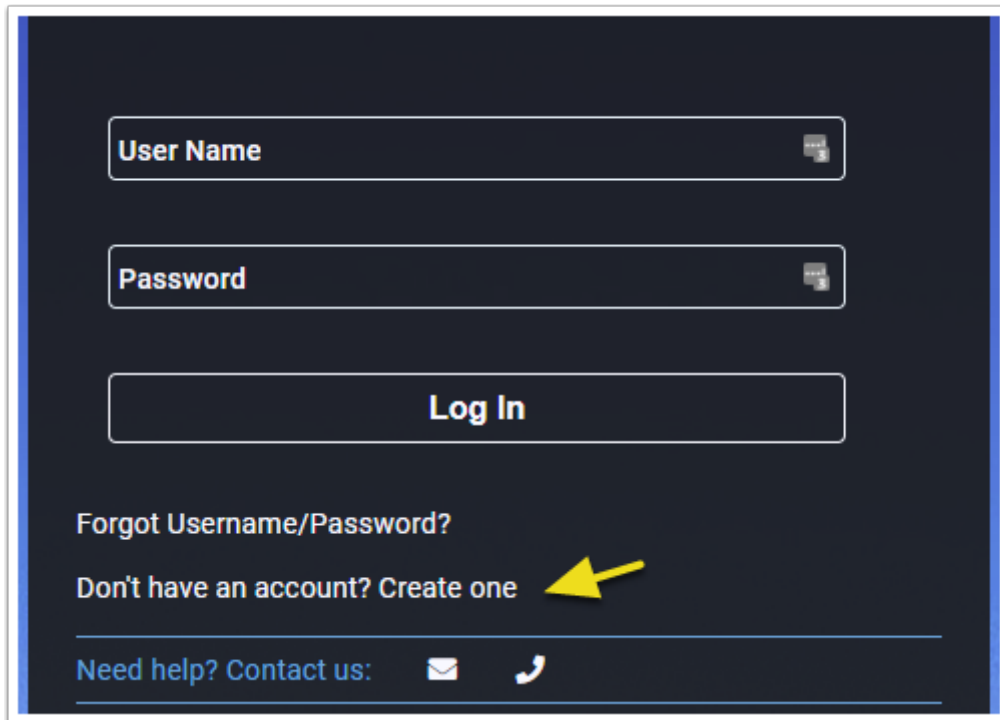
Access the [Bentek Legal Disclaimer](#)

# Create an Account

Bentek requires new users to create an account. Check out the Create an Account Video or follow instructions below.

## Create an Account

If you do not have an account select the link, Don't have an account? Create one, and follow the prompts.



The screenshot shows a dark-themed login and account creation interface. It features three input fields: 'User Name', 'Password', and a 'Log In' button. Below the 'Log In' button, there are two links: 'Forgot Username/Password?' and 'Don't have an account? Create one'. A yellow arrow points to the 'Create one' link. At the bottom, there is a link 'Need help? Contact us:' followed by email and phone icons.


Users must enter profile information to establish identity. Enter a Social Security Number or Employee ID and Date of Birth in the appropriate fields, and select Next.

-  Selecting the Eye icon in the Social Security Field or ID field can help confirm the value was entered correctly.

## Getting Started




Create Profile

Social Security Number 

Date of Birth 

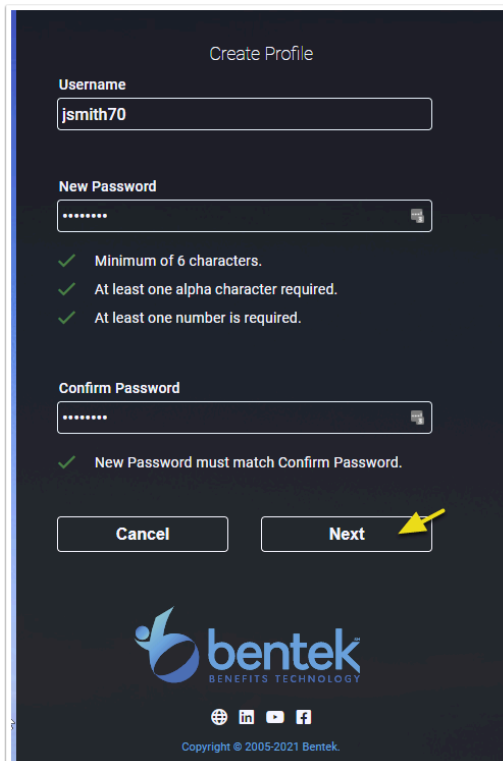
Cancel Next

 **bentek**  
BENEFITS TECHNOLOGY




Copyright © 2005-2021 Bentek.

Create a username and password. Password requirements are confirmed with green check marks as you complete the form. All password requirements must be met to successfully create an account.




Create Profile


Username  
jsmith70


New Password  
\*\*\*\*\* 

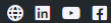
- ✓ Minimum of 6 characters.
- ✓ At least one alpha character required.
- ✓ At least one number is required.

Confirm Password  
\*\*\*\*\* 

- ✓ New Password must match Confirm Password.

Cancel Next 

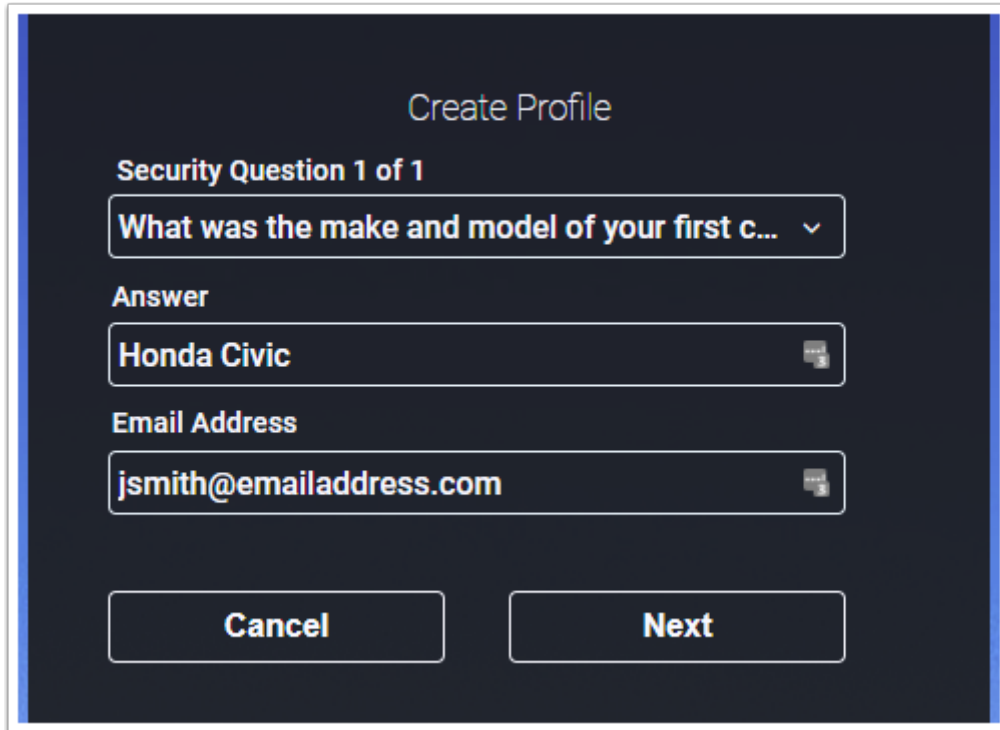
 **bentek**  
BENEFITS TECHNOLOGY



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Users will then be asked to set up one or more security questions. Scroll through the drop-down box to select a security question. Or select the last option, to write your own.

- i** Answers to security questions are case and space sensitive. Be sure to use something you will be able to remember and answer correctly.



The screenshot shows a 'Create Profile' form with the following fields and options:

- Security Question 1 of 1:** A dropdown menu with the text 'What was the make and model of your first c...' and a downward arrow.
- Answer:** A text input field containing 'Honda Civic' and a small icon on the right.
- Email Address:** A text input field containing 'jsmith@emailaddress.com' and a small icon on the right.
- Buttons:** Two buttons at the bottom, 'Cancel' on the left and 'Next' on the right.

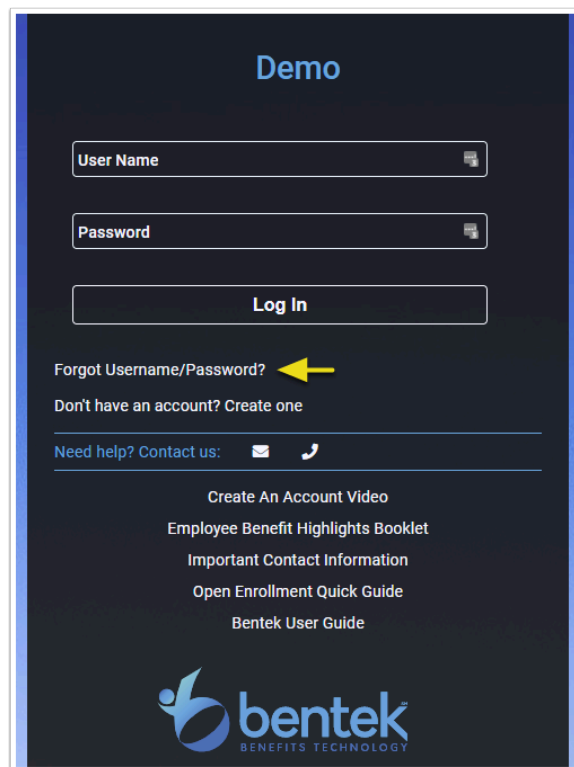
Enter your email address in the appropriate field as a means for recovering your password. Select Next to finish creating your Bentek account.

- i** You will receive an email from [no-reply@mybentek.com](mailto:no-reply@mybentek.com) with a link to verify your email address. You must verify the email in order to use it for password recovery. Navigate to your email account to verify it now or remember to do so later.

# Log in to Bentek

Navigate to your employer's Bentek website. Contact your benefits administrator if you do not have the web address (or link). Enter your username and password within the appropriate fields and select Log In. If you have not yet [created an account](#), follow this link for additional help.

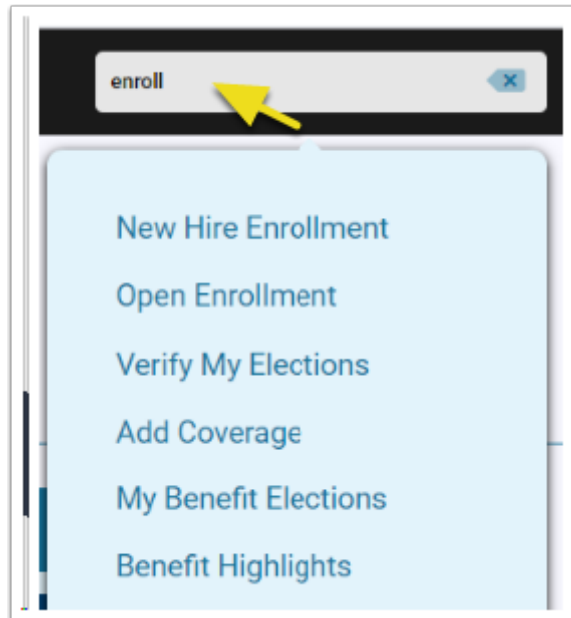
**i** If you do not remember your username or password, select the [Forgot Username/Password](#) link. Follow the prompts to retrieve your username or password. For additional technical support contact Bentek at 1(888) 523-6835.



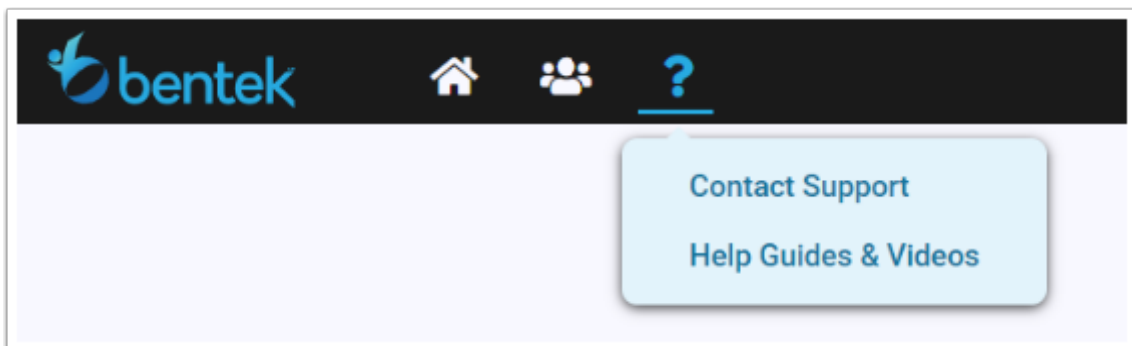
# Bentek Help

Help is always available on-screen.

Use the search field in the banner to search help articles.



Additional help is available in the menu and from your launchpad.



Select Contact Support, to send a message to Bentek or see the phone number to call.


Select Help Guides & Videos to open the help page.

- Bentek Videos - quick how-to videos



## Getting Started

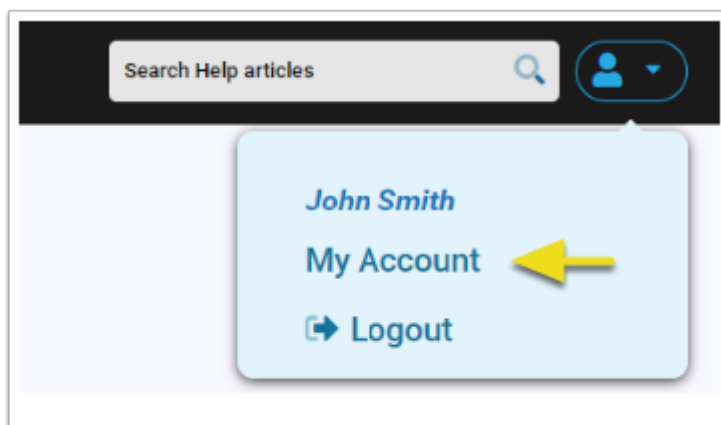
- Bentek Guides - access the complete Bentek User Guide
- My Employer Videos & Guides - resources provided by your employer

 For benefit related questions contact your benefits administrator. For technical support contact Bentek at 1(888) 523-6835.

# Manage My Account

## Change My Password

Change your username or password under My Account. You must be logged in. Select the blue person icon in the top right corner of any page.



Use the Edit icon (pencil) to make changes to the Account Information, Change Password, or Change Security Question sections.

A screenshot of the "MY ACCOUNT" page. At the top center is a blue circular profile icon. Below it, the text "MY ACCOUNT" is displayed with an information icon. A navigation bar contains three tabs: "Profile Information" (selected), "Notification Settings", and "Multi-Factor Authentication". The main content area is divided into three sections: "Account Information", "Change Password", and "Change Security Question(s)". Each section has a blue header bar with a pencil icon in the top right corner. The "Account Information" section contains three input fields: "Username" (with the value "jsmith70"), "Email Address", and "Cell Phone (SMS)". The "Change Password" section has a "Current Password" input field. The "Change Security Question(s)" section has a "Security Question 1 of 1" dropdown menu with the value "Write your own...", a "Write your own question" label, and an input field with the value "What is your favorite color?". A yellow circle highlights the pencil icon in the "Change Password" header.

**i** Passwords must meet minimum requirements:

1. Minimum of 6 characters
2. At least one alpha character
3. At least one number

## Notification Settings

Find your Notification Settings under My Account, the blue person icon in the top right corner of any page.



Under Profile Information, confirm you have an email address or cell phone saved, whichever is your preferred method to receive notifications.

### Don't Have an Email or Cell Phone Setup?

- If you don't already have an email or cell phone on file, edit the information to add one.
- You will receive an email from *no-reply@mybentek.com* or a text with link to verify.
- You must verify the email address or cell phone number in order to receive notifications.

### Set Your Notification Settings

Select Notification Settings from the sub-menu on the page.

Use the quick buttons to Subscribe All or Unsubscribe All. Or pick and choose preferred notifications under each category and select the Apply button at bottom of each section.

## My Notifications

Subscribe All Email

Unsubscribe All Email

Subscribe All SMS/Text

Unsubscribe All SMS/Text

Document Center

Document Approved

Email  SMS/Text

Document Denied

Email  SMS/Text

Documentation Submitted

Email  SMS/Text

Life Event

Enrollment Not Completed

Email  SMS/Text

Note Added To Life Event

Email  SMS/Text

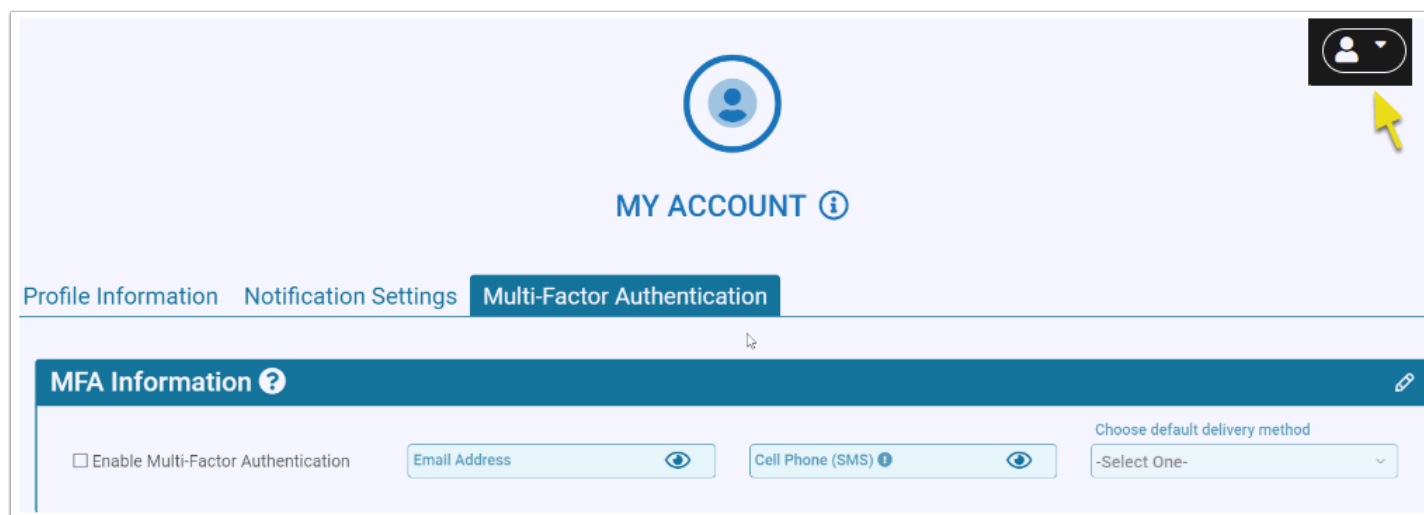
# Multi-Factor Authentication Login

Multi-Factor Authentication (MFA) is an added layer of security. If MFA is enabled on your account, Bentek will send a unique code via email or text each time you login.

If you do not already have a verified email or cell phone on record, a setup form will appear to provide the default method for receiving your unique verification code.

Multi-factor Authentication settings can be updated under My Account (see icon in the top right banner).

**i** If MFA is required by your employer, the ability to enable/disable it will be locked.



Once you have completed MFA setup, you will be presented with verification screen to enter a 6 digit code each time you login to Bentek (as long as MFA is enabled). You have 10 minutes to enter the verification code before it expires.

If you did not receive the verification code or it expired, select Resend code.

**i** If you setup and verified more than one method of contact, you can select which method to have the verification code sent to.

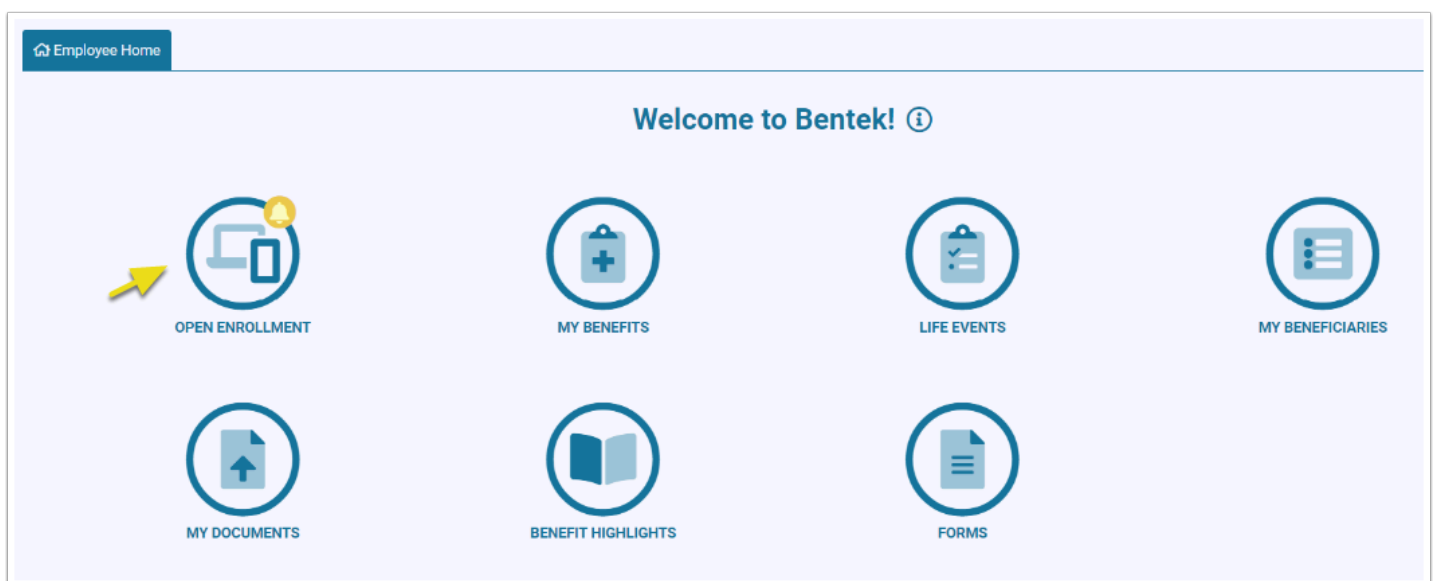
# Benefits Enrollment

## Open Enrollment

The Open Enrollment module allows members to manage their benefits enrollment. Each year during annual Open Enrollment, users can add or remove dependents, change benefit elections, and review beneficiary designations.

During Open Enrollment, access to the module is available from the Launchpad.

Select the Open Enrollment module to get started.



Members should select I Want to Make Changes to begin making elections for the new plan year. Members may see an option to Make No Changes (depending on site configuration), which allows them to simply confirm and continue existing elections.



## OPEN ENROLLMENT

This year's annual enrollment will be held from **August 1, 2020 [12:00 AM EDT] to July 31, 2021 [12:00 PM EDT]**. During this enrollment period, you will be able to make new benefit elections or changes to your online, 24 hours a day.

Make No Changes

I Want To Make Changes 

### My Elections as of 8/1/2021

During this open enrollment, you are eligible to make changes to the following plans: Health, Wellness, Dental, Employee Assistance Program, Basic Life/AD&D, Supplemental EE Life/AD&D, Supplemental D  
Prepaid Legal/Identity Theft, and Supplemental Insurance.

If you have any questions please contact your Benefits Administrator.

Election	Deduction	Covered Dependents	Primary Beneficiaries	Contingent Beneficiaries
Short Term Disability - \$760.28 Weekly	\$0.00			
Long Term Disability - \$3,139.25	\$0.00			
EAP - EAP	\$0.00			

For step by step help through open enrollment, continue to [My Information](#) article.


 Employees hired right before Open Enrollment may have access to both modules at the same time, New Hire Orientation and Open Enrollment.

**New Hires should complete New Hire Orientation first, and then complete Open Enrollment.** The order is important since New Hires often have additional enrollment options such as guaranteed issue, etc.



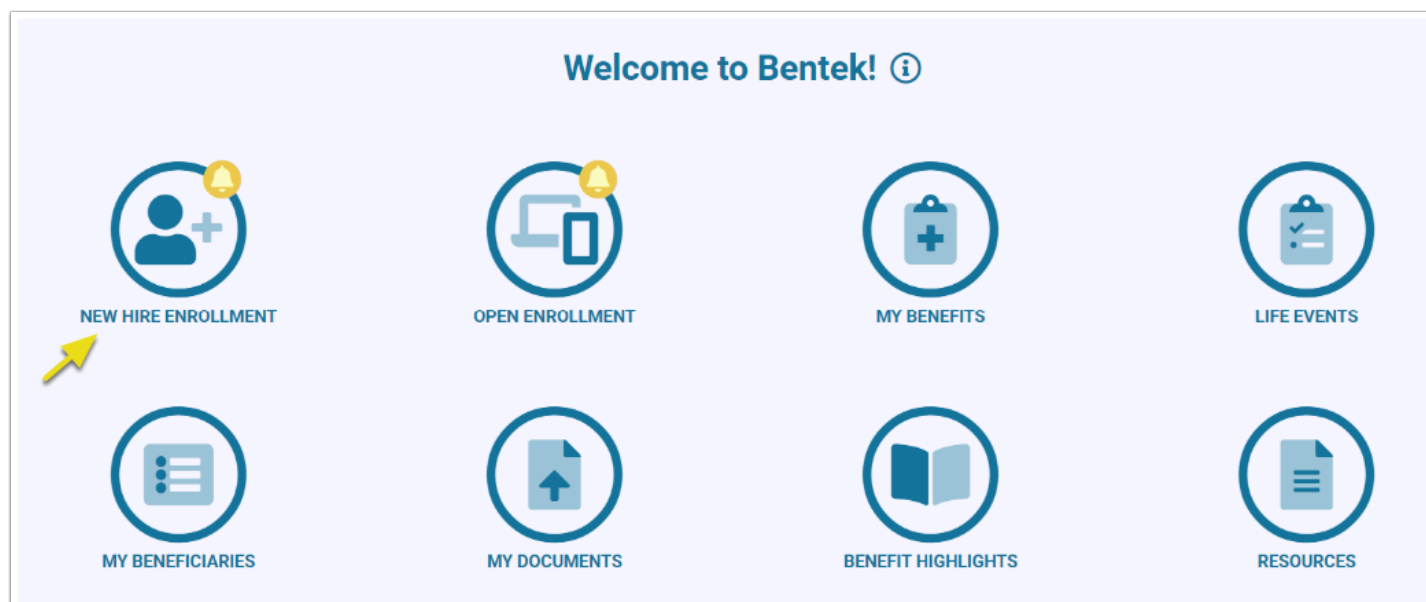
# New Hire Enrollment

New Hire Enrollment allows new employees to enroll in benefits. Users can add dependents, review benefits information, make elections, and setup beneficiaries.

-  Gather information before starting, such as Dependent Social Security Numbers, and any benefits materials for reference.

Access New Hire Enrollment from the launchpad during your enrollment window. Contact your benefits administrator if you don't see the module available.

Select the New Hire module to get started.

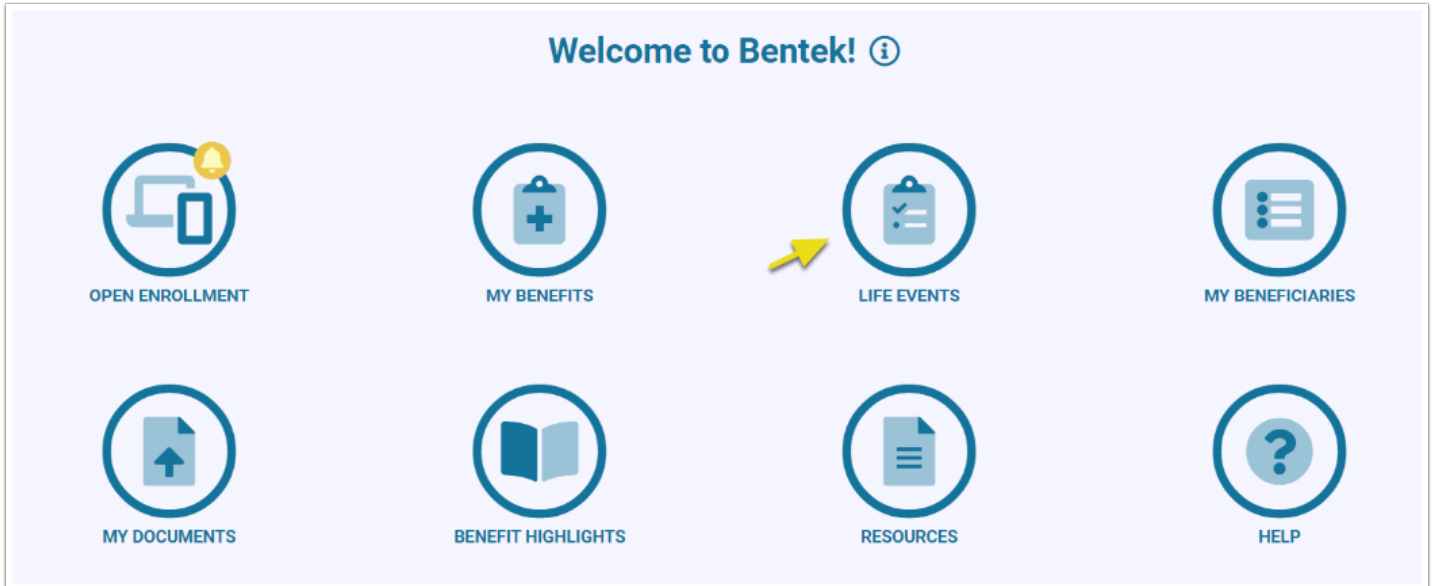


For step by step help through New Hire Enrollment, continue to [My Information](#) article.

# Life Event

The Life Events module allows members to make special mid-year enrollment changes. Members can access the Life Event module year-round to report a qualifying life event and change benefit elections.

Access the Life Events module from the Launchpad.




Select Add Life Event to begin.


Choose your Life Event, enter the Event Date and Start.

- Use the [Add Dependent](#) button to add any new dependents
- Enter enrollment changes on [My Benefit Elections](#) page
- Update [My Beneficiaries](#) as needed

## Benefits Enrollment

- [Verify My Elections](#) - review your changes and Submit

 Enrollment is not complete until you Submit the Life Event. Your benefits administrator reviews submissions for approval.

 Upon submission, you may be redirected to the [Documents Center](#), where you can upload supporting documentation. Contact your benefits administrator for questions around required documentation.

# My Information

Step 1 of enrollment is to review My Information for accuracy. Review Demographics and Contact Information sections. When finished, use the progress bar to continue, Next.

**i** You won't be able to edit information on this page. Contact your HR/benefits administrator if you need to make changes.

My Information
My Dependents
Benefit Highlights
My Benefit Elections
My Beneficiaries
Verify My Elections

Next >

M
—

—
—
—
—
—
—

M
—
—
—
—
—

## My Information

▼ Demographics

First Name\*

Middle Name

Last Name\*

Prefix

Suffix

SSN (no dashes or hyphens)

Gender\*

Date of Birth\*

Marital Status

Medicare Beneficiary Identifier

▼ Contact Information

Street Address 1\*

Street Address 2

City\*

State/Province\*

Zip/Postal Code\*

Country\*

# My Dependents

During enrollment, My Dependents page allows you to add, edit, and remove dependent records. You must create a dependent record for each dependent you will enroll in benefits.

## Add Dependent

Select Add Dependent button to open dependent form for editing. Enter demographic and contact information, and Save new dependent.

**i** The Social Security Number can be left blank for newborns and dependents who do not yet have one. Be sure to update the dependent SSN as soon as available.



✖ Discard new dependent
✔ Save new dependent

OPEN ENROLLMENT i

**My Dependents**

v **New Dependent**

v **Demographics**

<input type="text" value="First Name*"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Last Name*"/>
<input type="text" value="Prefix"/> -Select One-	<input type="text" value="Suffix"/>	
<input type="text" value="SSN*"/>	<input type="text" value="Gender*"/> -Select One-	<input type="text" value="DOB*"/>
<input type="text" value="Relationship*"/> -Select One-	<input type="text" value="Disabled"/> -Select One-	<input type="text" value="Student*"/> -Select One-
<input type="text" value="Marital Status"/> -Select One-		

## Edit Dependent

Edit existing dependents by selecting any field and making changes. Once you begin editing, buttons to Discard changes or Save changes will appear.

## Remove Dependent

Select the Remove icon (trash can) to remove a dependent. Once removed, you will no longer have access to view the record.

My Dependents	⊕ Dependent
> James Smith   Dep. Child   21 yrs old	 
> Mary Smith   Spouse   51 yrs old	

# Benefit Highlights


The Benefit Highlights page is a detailed view of benefit enrollment options available to the member. Links throughout the page point members to the Employer Benefit Booklet, Plan Summaries, and SBCs, all materials in support of enrollment decisions.


When enrollment decisions have been finalized, select Next to continue to the elections page.


< Back


My Information
My Dependents
Benefit Highlights
My Benefit Elections
My Beneficiaries
Verify My Elections


Next >














v
Open Enrollment News

**Health Care Reform Notices.** Be sure to review the current benefits related compliance [notices](#) mandated by the Federal government.

**Important Enrollment Reminders**

- If you do not make any changes to your current elections during the open enrollment time period, they will rollover and remain the same for the new plan year.
- Most insurance premiums will be deducted from your paycheck on a pre-tax basis as permissible by [Section 125](#) of the Internal Revenue Code (IRS) unless you indicate otherwise.
- Once the new plan year begins, your elections cannot be changed unless you or a dependent experience a [Qualifying Event](#).

v
Coverage Options

Each coverage option listed below is summarized in the [Employee Benefit Highlights Booklet](#). For plan specifics, click on the links contained in each coverage description.

**Health Insurance**

The following plans are provided by [\(Carrier Name\)](#):

# My Benefit Elections

Members enter their elections on My Benefit Elections page.

Scroll down the page to review enrollment under each coverage, and make desired changes. Select the benefit card for the plan and tier you wish to enroll in. Benefit cards turn green when selected, indicating enrollment.

If enrolling dependents, be sure to review available dependents under your coverage choice. Select the button to Cover or Remove dependents as appropriate.

Expand My Benefits cart at the top right. Use the cart to confirm costs per pay period and totals. The coverage names are links to quickly navigate the page.

The screenshot displays the 'My Benefit Elections' interface. At the top right, there is a 'My Benefits' cart icon with a total of \$80.92. Below this, the 'Carrier' section is visible. Two main coverage categories are shown: 'Open Access HMO' and 'Choice POS', both with '(SBC)' indicators. Each category contains four plan options: 'Employee Only', 'Employee + Spouse', 'Employee + Children', and 'Employee + Family'. The 'Employee Only' plan under 'Choice POS' is highlighted in green, indicating it is selected. Below the coverage options, the 'Available Dependents' section shows two dependents: 'Mary Smith' (Spouse) who is 'Covered' and has a 'Remove' button, and 'James Smith' (Dependent Child) who is 'Not Covered' and has a 'Cover' button. Yellow arrows in the original image point to the 'My Benefits' cart, the selected 'Employee Only' plan, and the 'Remove' and 'Cover' buttons.

Carrier	My Benefits	Total
	>	\$80.92

Open Access HMO	(SBC)		
<b>Employee Only</b>	<b>Employee + Spouse</b>	<b>Employee + Children</b>	<b>Employee + Family</b>
You Pay (before tax) \$53.89 Employer Pays \$238.46	You Pay (before tax) \$186.37 Employer Pays \$276.92	You Pay (before tax) \$162.98 Employer Pays \$276.92	You Pay (before tax) \$302.07 Employer Pays \$323.08

Choice POS	(SBC)		
<b>Employee Only</b> (Selected)	<b>Employee + Spouse</b>	<b>Employee + Children</b>	<b>Employee + Family</b>
You Pay (before tax) \$80.92 Employer Pays \$211.54	You Pay (before tax) \$253.82 Employer Pays \$269.23	You Pay (before tax) \$227.41 Employer Pays \$269.23	You Pay (before tax) \$398.08 Employer Pays \$307.69

Available Dependents	
<b>Covered</b> <b>Mary Smith</b> Spouse <input type="button" value="Remove"/>	<b>Not Covered</b> <b>James Smith</b> Dependent Child <input type="button" value="Cover"/>

Carefully review each coverage on the page, making selections for yourself and dependents.

Plans may require selection of primary care physician (PCP) or primary dental provider (PDP). Select the arrow next to Find PCP or Find PDP to search for provider and enter required physician number.



**Dental PPO Non-Union**

Employee Only
✓

Find PDP# →

---

You Pay (before tax)	\$13.07
Employer Pays	\$21.34

Employee + Family

---

You Pay (before tax)	\$35.52
Employer Pays	\$55.54

Benefits such as Flexible Spending Accounts may require an annual benefit amount. Enter annual benefit amount desired and select Calculate to display deduction per pay period.

Some benefits use a slider to set the benefit amount. To set desired level of coverage: click, hold, and drag the slider until you reach desired amount. The deduction per pay period is displayed below and also in the benefits cart.

**Select Benefit Amount**

\$0.00\$150,000.00

<b>CURRENT</b>	»	<b>NEW</b>	
<b>\$0.00</b>		<b>\$10,000.00</b> ⚡	
You Pay (after tax) \$0.00		You Pay (after tax) \$2.17 ⚡	

**i** When electing supplemental life insurance, an alert will appear if you select a benefit amount greater than the Guaranteed Issue. Any amount above GI may be pended until approved by the Carrier. Contact your benefits administrator if unsure about forms required for supplemental life.

When all elections have been made on the page, Next to continue.

# My Beneficiaries

Members have access to review and update beneficiaries during enrollment as well as year-round.

At least one primary beneficiary must be designated for each benefit on the page.

- Use the Add Person or Add Trust buttons to add new beneficiary
- Edit existing beneficiary by selecting their name
- Choose beneficiary level (primary, contingent, etc.) in the Group column drop-down
- Enter percentage amount in Percentage column

**i** While Social Security Numbers are not required to designate beneficiaries, entering as much identifying information as possible is recommended.


**i** The sum of beneficiary percentages must always equal 100%. If you add or remove a designation, you may need to adjust designated percentage(s) to equal 100.

Basic Life: \$20,000.00
➔ Person   ➔ Trust

Name	Group	Percentage	Group	Percentage
▶ Mary Smith   Spouse	Primary	100	Primary	100%
▶ Michael Smith   Brother	Contingent Group 1	100	Contingent Group 1	100%
▶ Anna Smith   Sister	No Designation			

The form changes to red when editing. Once complete, buttons to Save or Discard changes are at the top.

✖ Discard changes for Basic Life: \$20,000.00
✔ Save changes for Basic Life: \$20,000.00



OPEN ENROLLMENT **i**

Basic Life: \$20,000.00

Name	Group	Percentage	Group	Percentage
Mary Smith   Spouse	Primary	100	Primary	100%
Michael Smith   Brother	Contingent Group 1	100	Contingent Group 1	100%
Anna Smith   Sister	No Designation			

## Remove a Beneficiary

Select No Designation from the drop-down to indicate a person is no longer the beneficiary for a benefit.

▼ Basic Life: \$20,000.00

Name	Group	Percentage
Jane Smith   Wife	Primary	100
Jessica Smith   Sister	Contingent Group 1	50
Joe Smith   Brother	No Designation	

There are pending changes to the Percentage of the benefit. Please review the changes before you can make any further changes.

-Select One-

Primary

Contingent Group 1

Contingent Group 2

To delete a beneficiary from all plans, select the beneficiary's name to edit. A button to Remove This Beneficiary From All Plans is at the bottom.

▼ Basic Life: \$20,000.00

Name	Group	Percentage
Mary Smith   Spouse	Primary	100
Michael Smith   Brother	Contingent Group 1	100
Anna Smith   Sister	No Designation	

Name\*

Relationship\*

Street Address 1

Street Address 2

City

State/Province

Postal Code


Country

Home Phone

SSN

Is this beneficiary a Minor?

Remove This Beneficiary From All Plans

-  All beneficiary designations are effective upon enrollment submission. New designations submitted will override prior designations. Members can return to Bentek to edit beneficiaries year-round.

# Verify My Elections

The final step of enrollment, Verify My Elections, provides a summary of all elections, deductions and dependent coverage.

 Enrollment is not complete until you review and select Submit on this page.

## Review

Review your elections and deductions. Scroll down the page to review covered dependents.

[< Back](#)

My Information
My Dependents
Benefit Highlights
My Benefit Elections
My Beneficiaries
Verify My Elections

[Submit >](#)



### My Elections

Status	Coverage Type	Coverage Elected	Pre-Tax Per Pay	Post-Tax Per Pay	Employer Contribution Per Pay
Active	Health	Choice POS: Employee + Family	\$382.70	\$0.00	\$323.08
Active	Dental	Dental PPO: Employee + Family	\$62.48	\$0.00	\$0.00
Active	Vision	Waived	\$0.00	\$0.00	\$0.00
Active	Short Term Disability	Waived	\$0.00	\$0.00	\$0.00
Active	Basic Life/AD&D	\$20,000.00	\$0.00	\$0.00	\$2.22
Active	Supplemental EE Life/AD&D	Waived	\$0.00	\$0.00	\$0.00
Active	Supplemental Dep Life	Waived	\$0.00	\$0.00	\$0.00

**Totals**

**Summary of Deductions**

Total Pre-Tax Deductions	\$445.18
--------------------------	----------

Dependents Information		
▼ Mary Smith   Spouse   51 yrs old		
Status	Coverage Type	Coverage Elected
Active	Dental	Dental PPO: Employee + Family
Active	Health	Choice POS: Employee + Family
▼ James Smith   Dependent Child   21 yrs old		
Status	Coverage Type	Coverage Elected
Active	Dental	Dental PPO: Employee + Family
Active	Health	Choice POS: Employee + Family

## Beneficiary Acknowledgment & Disclaimer

Towards the bottom of page, find two check boxes confirming, "I Agree."

- Read acknowledgment and disclaimer
- Check, I Agree

## Submit

**When ready, select Submit button to officially complete and submit your enrollment.**

Once submitted, a confirmation statement automatically generates, and can be printed for your records.

If any enrollment choices require a form, you may be redirected to the Documents Center, where you can submit documents to the administrator.

- i** Members can complete enrollment in Bentek as many times as needed during the enrollment window. If you Submit a new enrollment, the prior enrollment is replaced.

## Beneficiary Acknowledgement

I acknowledge that I have reviewed my beneficiary records and am maintaining the accuracy of my beneficiary designations.

## Disclaimer

I certify that the information shown on my Summary of Benefits to dependents that meet the eligibility requirements determined insurance plans are deducted from gross income before income is taxed as governed by IRS regulations.

I have selected to cover on the City's insurance program are my legal dental, vision, flexible spending accounts and some supplemental

### Congratulations!

Your confirmation statement will generate automatically.

Your employer requires you to upload supporting documentation. If you have questions please contact your Benefits Administrator.

OK

I Agree

# My Benefits Cart

My Benefits Cart facilitates member enrollment on the Benefits Election page. The cart provides a preview of plan costs and totals, as well as links to quickly navigate the page.

Expand the cart. As you scroll down the page, the cart remains in a fixed position, updating in real-time with your changes.

The screenshot displays the 'My Benefits Cart' interface. At the top, it shows the carrier name and a total cost of \$308.60. The cart is divided into two main sections: 'Choice POS' and 'HDHP Choice POS w/HSA'. Each section contains several plan options with their respective costs. A summary table on the right lists the elected benefits and their costs.

Elections	Cost Per Pay
Health	\$246.12
Dental	\$62.48
Vision	WAIVED
Short Term Disability	\$0.00
Basic Life/AD&D	\$0.00
Supplemental EE Life/AD&D	WAIVED
<b>Total Per Pay:</b>	<b>\$308.60</b>

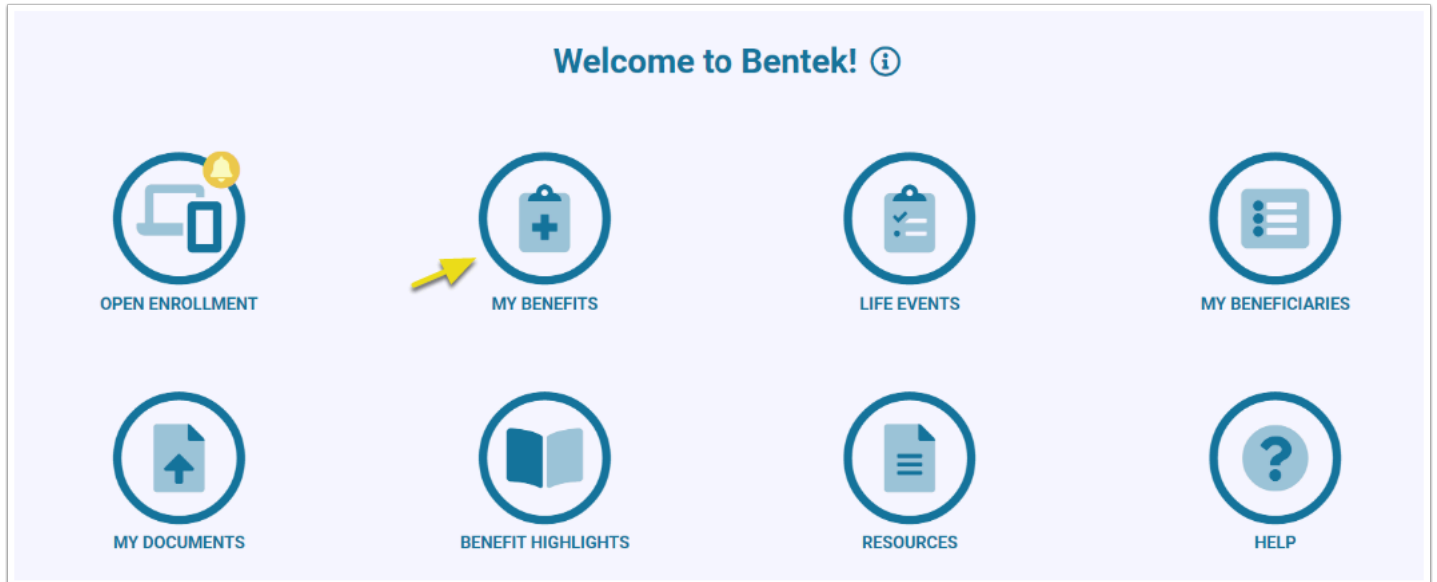
Each coverage name in the cart is a link. Use the links to navigate directly to that section of the elections page.



# Access Bentek Year-Round

## View My Benefits

Access My Benefits from the employee launchpad year-round to view your benefit enrollments.



Two tabs are available on the page:

- Current Elections displays: current benefit elections and dependents
- Open Enrollment displays: future benefit elections as of the next open enrollment and dependents

The benefits may be the same if open enrollment has not yet occurred or no changes are made.

For a copy of your enrollment summary select the PDF icon on the right. Your statement generates for download or printing.



CURRENT BENEFITS

Benefits as of 3/10/2021



Status	Coverage Type	Coverage Elected	Pre-Tax Per Pay	Post-Tax Per Pay	Employer Contribution Per Pay
Active	Health	Choice POS: Employee + Family	\$382.70	\$0.00	\$323.08
Active	Dental	Dental PPO: Employee + Family	\$62.48	\$0.00	\$0.00
Active	Basic Life/AD&D	\$20,000.00	\$0.00	\$0.00	\$2.22

Totals

Summary of Deductions

Total Pre-Tax Deductions	\$445.18
Total Post-Tax Deductions	\$0.00
Adjusted Total Payroll Deductions	\$445.18

# My Beneficiaries

Members have access to review and update beneficiaries during enrollment as well as year-round.

At least one primary beneficiary must be designated for each benefit on the page.

- Use the Add Person or Add Trust buttons to add new beneficiary
- Edit existing beneficiary by selecting their name
- Choose beneficiary level (primary, contingent, etc.) in the Group column drop-down
- Enter percentage amount in Percentage column

**i** While Social Security Numbers are not required to designate beneficiaries, entering as much identifying information as possible is recommended.

**i** The sum of beneficiary percentages must always equal 100%. If you add or remove a designation, you may need to adjust designated percentage(s) to equal 100.

▼ Basic Life: \$20,000.00
➔ Person
➔ Trust

Name	Group	Percentage	Group	Percentage
▶ Mary Smith   Spouse	Primary	100	Primary	100%
▶ Michael Smith   Brother	Contingent Group 1	100	Contingent Group 1	100%
▶ Anna Smith   Sister	No Designation			

The form changes to red when editing. Once complete, buttons to Save or Discard changes are at the top.

✖ Discard changes for Basic Life: \$20,000.00

✔ Save changes for Basic Life: \$20,000.00

OPEN ENROLLMENT **i**

▼ Basic Life: \$20,000.00

Name	Group	Percentage	Group	Percentage
Mary Smith   Spouse	Primary	100	Primary	100%
Michael Smith   Brother	Contingent Group 1	100	Contingent Group 1	100%
Anna Smith   Sister	No Designation			

## Remove a Beneficiary

Select No Designation from the drop-down to indicate a person is no longer the beneficiary for a benefit.

▼ Basic Life: \$20,000.00

Name	Group	Percentage
Jane Smith   Wife	Primary	100
Jessica Smith   Sister	Contingent Group 1	50
Joe Smith   Brother	No Designation	

There are pending changes to the Percentage of
e changes before you can mak

-Select One-  
 Primary  
 Contingent Group 1  
 Contingent Group 2

To delete a beneficiary from all plans, select the beneficiary's name to edit. A button to Remove This Beneficiary From All Plans is at the bottom.

▼ Basic Life: \$20,000.00

Name	Group	Percentage
Mary Smith   Spouse	Primary	100
Michael Smith   Brother	Contingent Group 1	100
Anna Smith   Sister	No Designation	

Name\*

Relationship\*

Street Address 1

Street Address 2

City

State/Province

Postal Code


Country

Home Phone

SSN

Is this beneficiary a Minor?

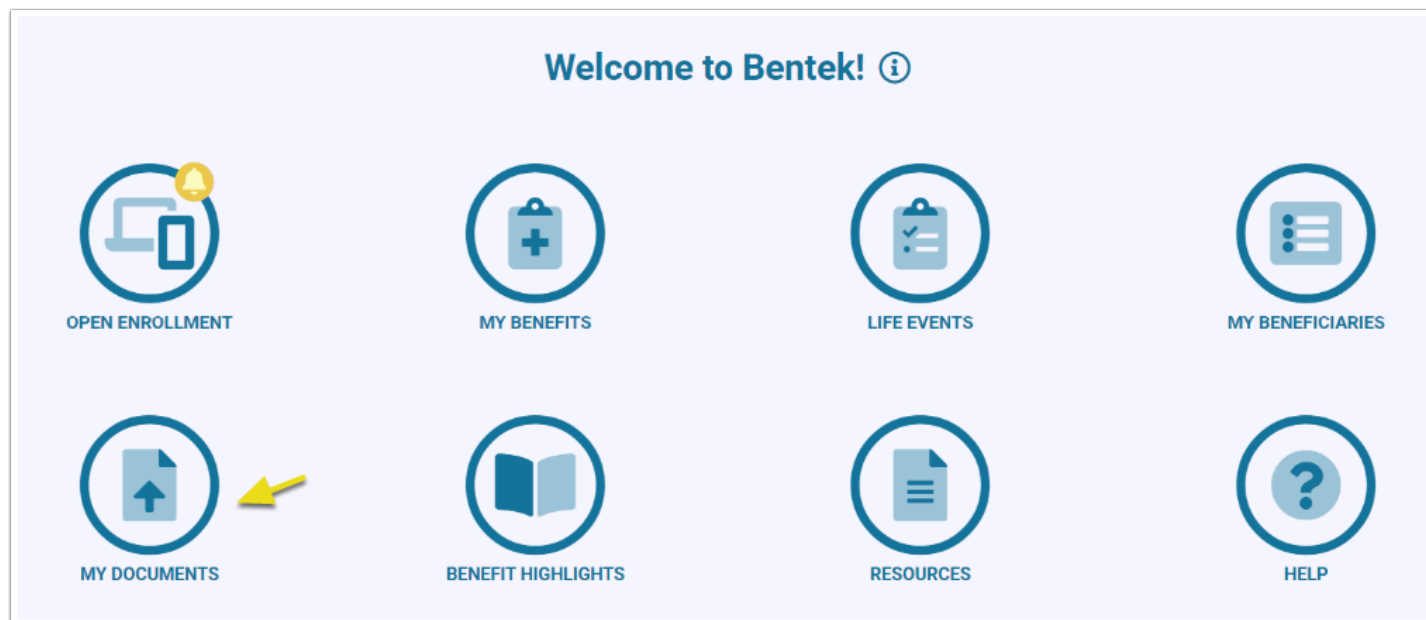
Remove This Beneficiary From All Plans

-  All beneficiary designations are effective upon enrollment submission. New designations submitted will override prior designations. Members can return to Bentek to edit beneficiaries year-round.

# My Documents

Access My Documents from the employee launchpad year-round to view or submit documents to your benefits administrator.

If you recently completed New Hire, Open Enrollment, or a Life Event that requires documentation, you may be automatically routed to My Documents.



Select a reason for your document submission in the drop-down.

1. Upload a file in the drag and drop box or select the box to browse for the file. Accepted file formats are: txt, pdf, jpeg, jpg, or png). Files may take a few seconds to upload.
2. Uploaded files appear under File Name. Select Submit Document and the file is sent to your benefits administrator for review.
3. File Status appears as Pending until the benefits administrator approves. You can check back to see the status of your submission or setup a [notification](#).

**Document Status**

▼ Life Event Documents submitted on 2/10/2021

File Name	Date Loaded	Size	File Status	Actions
Test Document for Life Event.txt <span style="float: right; border: 1px solid red; border-radius: 50%; padding: 2px 5px; color: white;">2</span>	02/10/2021	31.0 B	Approved <span style="float: right; border: 1px solid red; border-radius: 50%; padding: 2px 5px; color: white;">3</span>	↻

If new documents are required to complete the request, then please click "Choose File" below to upload new documents.





1

Drag and drop or click here

to upload document(s) (max 2 MB)

Completed documents you've previously submitted are available at the bottom of the page.

If a document is denied, check the History icon under Actions to view administrator comments.

Completed Documents				
▼ Open Enrollment Documents submitted on 2/18/2020				
Date Completed: 9/4/2020				
File Name	Date Loaded	Size	File Status	Actions
 EOI.pdf	02/18/2020	65.6 KB	 Approved	 

# Benefit Highlights

The Benefit Highlights page is a detailed view of benefit enrollment options available to the member. Links throughout the page point members to the Employer Benefit Booklet, Plan Summaries, and SBCs, all materials in support of enrollment decisions.

When enrollment decisions have been finalized, select Next to continue to the elections page.

< Back

My Information
My Dependents
Benefit Highlights
My Benefit Elections
My Beneficiaries
Verify My Elections

Next >

v **Open Enrollment News**

**Health Care Reform Notices.** Be sure to review the current benefits related compliance [notices](#) mandated by the Federal government.

**Important Enrollment Reminders**

- If you do not make any changes to your current elections during the open enrollment time period, they will rollover and remain the same for the new plan year.
- Most insurance premiums will be deducted from your paycheck on a pre-tax basis as permissible by [Section 125](#) of the Internal Revenue Code (IRS) unless you indicate otherwise.
- Once the new plan year begins, your elections cannot be changed unless you or a dependent experience a [Qualifying Event](#).

v **Coverage Options**

Each coverage option listed below is summarized in the [Employee Benefit Highlights Booklet](#). For plan specifics, click on the links contained in each coverage description.

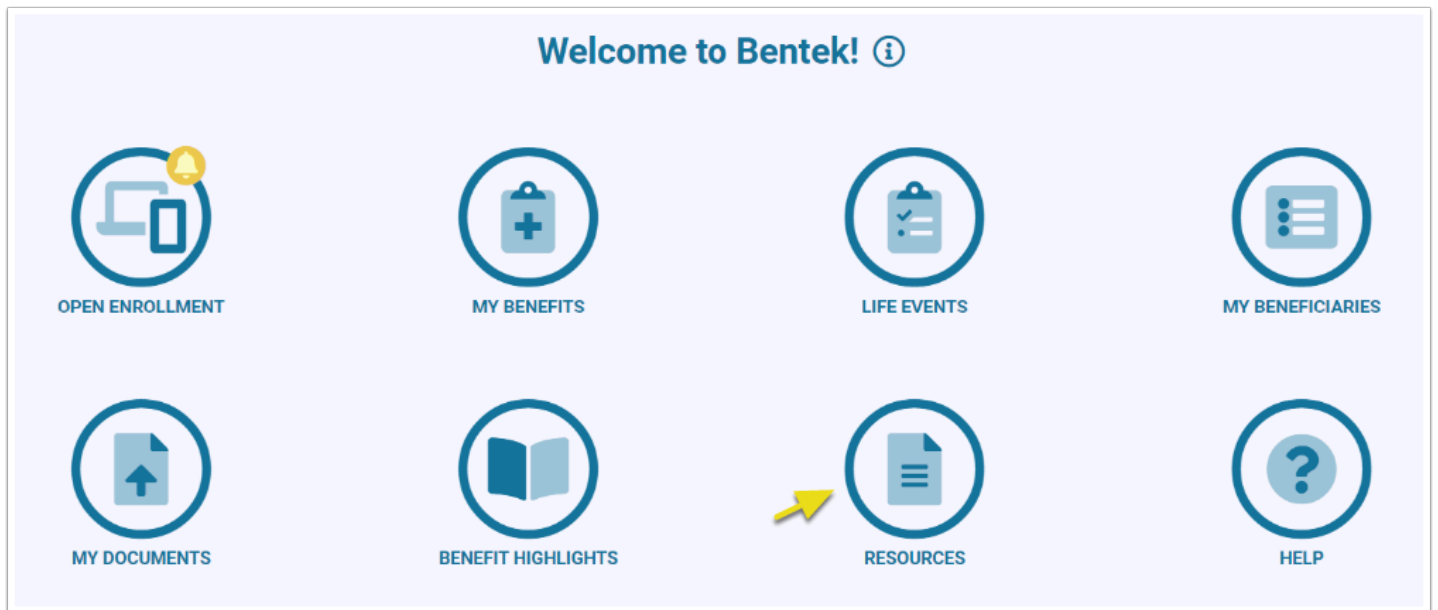
**Health Insurance**

The following plans are provided by [\(Carrier Name\)](#):



# Resources

Access Resources from the employee launchpad year-round to view or download plan documents, forms, and other notices.



Resources are grouped on the page in sections.

If Resources are available in multiple languages, you may see a language option at the top of the page.

Select form links to view, download, or print available materials.