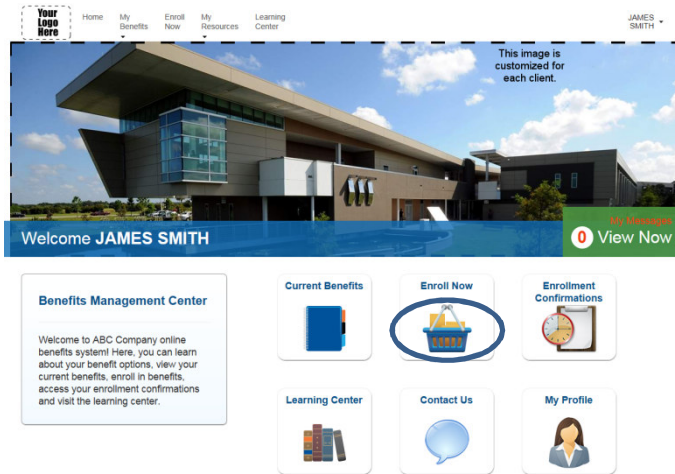# FBMC
BENEFITS MANAGEMENT

Access your Web Enrollment and Enroll Now

After entering your Username and Password, click the **"Enroll Now"** button. You may also view your current plan year benefits, review your enrollment session confirmations, check out our learning center, contact FBMC, or view and update your profile by clicking on the corresponding buttons.

Confirm Employee Information and Edit/Update Dependent and Beneficiary Information

During Step 1: Welcome, you can review your Current Benefits, confirm your Employee Information, Add or Modify your Dependents and Beneficiaries. To add a beneficiary or dependent, click the **"Add Beneficiary"** or **"Add Dependent"** tab on the Dependent/Beneficiary Information screen and complete the form.
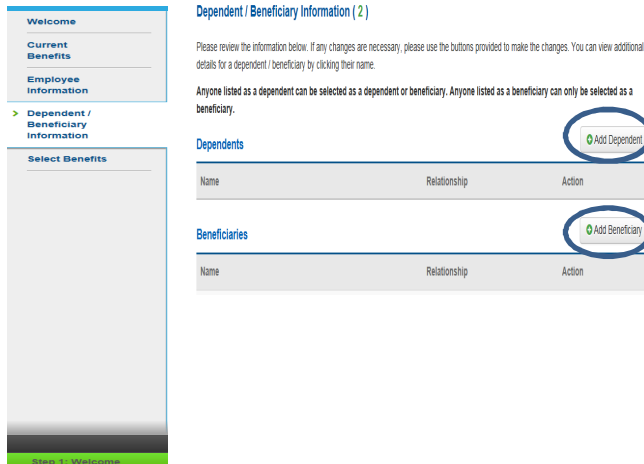
Begin the Enrollment Process Start Tour:

Once you begin Selecting Benefits, you will be asked if you would like a guided tour. You may click on the **"Start Tour"** button to begin or you can minimize the prompt.

The **"Start Tour"** icon will be available should you change your mind and want to utilize the tour function.

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BENEFITS MANAGEMENT
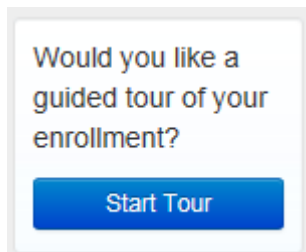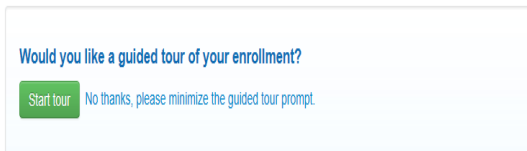
Choose Benefits

For each benefit, choose your coverage level or election amounts by clicking **"Select"** in the benefit box of your choice. The selected benefit will move to the top of the page. Be sure to click the **"Save"** button to save each benefit selection before continuing to the next benefit page. To continue to the next benefit page, click **"Next"** at the bottom right of the screen.

You may save your enrollment session progress and return later to complete the enrollment at any point, once you have started the benefit selections by clicking the **"Save"** button and then click **"Exit Enrollment"** at the bottom of the screen. Exiting your enrollment early will record your previously saved benefit selections.

Payroll Deductions

Upon selecting a benefit, be sure to click the **"Save"** button. Your saved benefit will appear under Payroll Deductions with the appropriate benefit cost. This will allow you the opportunity to view your total payroll deductions as you continue through your enrollment session.

Once you have made all of your benefit selections for the Plan Year, you can checkout by clicking the **"Checkout"** button.
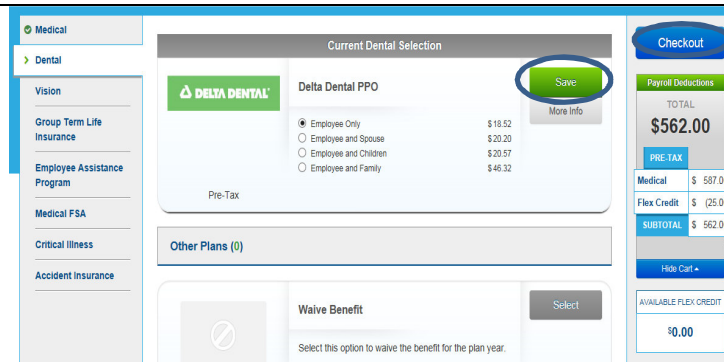
Benefit Issues

You will not be able to save your enrollment if the **"Benefit with Issues"** page appears before you reach the confirmation page. This means that you have a benefit that requires a correction. For example, if did not make an election on a require benefit. The application will prompt you to review the benefits that need further review or editing. You must check to ensure each benefit is accurately completed in order to proceed to checkout.
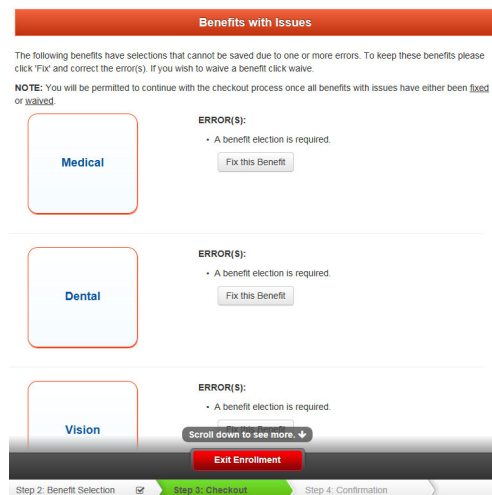
Incomplete Benefits

The checkout process is designed to ensure that you effectively **"Save"** or **"Waive"** each benefit, based on your needs. If you did not save or waive a benefit during your enrollment session, it will appear here. The Incomplete Benefits page includes two sections:

Rollover Benefits: If you have a current benefit and forgot to save it during your enrollment session, you must click the **"Keep"** button for the benefit to rollover to the next Plan Year.

Unselected Benefits: Any other benefits you did not save during your enrollment session will appear here. You may click the benefit button to return to the corresponding benefit page and select the benefit, or click **"Waive"** to waive the benefit and continue to checkout.

Remember, you must save or waive each benefit to proceed to checkout

Incomplete Benefits

One or more offered benefits are incomplete.

Rollover Benefits

The benefits below are rollover benefits from the previous plan year/the most recently completed enrollment. Please click "More Info" to view the benefit details, and verify the desired coverage level and covered dependents are correct. If they are correct, you may elect to keep the benefit by clicking "Keep". If they are not correct, you may click the name of the benefit to navigate to the benefit selection page. If you wish to waive the benefit, click "Waive".

Keep All

Vision — MORE INFO — Keep

Long Term Disability - Buy Up — MORE INFO — Keep   Waive

Unselected Benefits

Waive All

Short Term Disability — Waive

Medical FSA — Waive

Dependent Care FSA — Waive

Scroll down to see more. ↓

Exit Enrollment

Agreement and Authorization

In order to complete your enrollment, you must check the box to agree to the Terms and Conditions, type in the first four digits of your SSN and you have the option to include your email address to receive an enrollment confirmation notification online.

Please read the following instructions carefully.

1. You must agree to the terms and conditions in order to submit these elections.
   ☐ I agree to the Terms and Conditions.

2. You must confirm your authorization to submit these elections.
   Enter the first 4 digits of your SSN: [____] X-XXXX

3. OPTIONAL: Please send a completed enrollment notice to this email address:
   Email Address: [_____]

Confirm and Submit

Print and Keep Your Confirmation Notice

Once you have completed the enrollment process, you will receive a confirmation number and you will be able to print or download the confirmation notice for your records. Additionally, you may access the application 24 hours a day, 7 days a week to view your information.

Thank You!

Your confirmation number is:

1000130

Confirmation Details

This confirmation contains a summary of the benefits that were selected during the enrollment session identified by the confirmation number. Please retain a copy of this confirmation for your records.

Confirmation Number: 1000130

Enrollment Date: May 27, 2015 05:11 PM

Enrollment Type: Open Enrollment for 2014