

# EMPLOYEE GUIDE TO ENROLLING IN BENEFITS WITH THEbenefitsHUB<sup>SM</sup>

Through THEbenefitsHUB<sup>SM</sup>, you have access to your benefits information 24 hours a day, 7 days a week, at the click of a computer key. You can access this [information](#) from anywhere that you have access to the Internet... your home, office, Internet cafe or any mobile Internet device.

## Step 1: log on!

Go to [www.neisdbenefits.com](http://www.neisdbenefits.com) and click on **ONLINE ENROLLMENT LOGIN** link. This will take you to your login screen.

### Username:

Your username is your last name, followed by the last 4 digits of your Social Security Number.

### Password:

Your password is the first 4 letters of your first name, followed by the last 4 digits of your Social Security Number.

### Examples:

Renee Wills, 5551111111

User name: wills1111 Password: rene1111

John Doe 987-65-4321

User name: doe4321 Password: john4321

Web Address: [www.neisdbenefits.com](http://www.neisdbenefits.com)

Username: wills1111


Password: rene1111

## Step 2: now you can provide your own personal and benefits information!

THEbenefitsHUB<sup>SM</sup> will guide you through the simple enrollment process page by page.

### employee usage agreement:

You will see this screen when you log in to the system as an employee. Be sure to take the time to read this section to ensure that you understand the terms of your "electronic signature" within THEbenefitsHUB<sup>SM</sup>. When you have reviewed and understand this information, click on CONTINUE.

VIEW BENEFIT DESCRIPTIONS... To view a benefit description, click on the benefit plan name or on the  next to the name of the plan you would like to review. There you will find a plan summary and any available links to additional documentation or websites relevant to this plan.

VIEW TOTAL BENEFIT COST... As you select Plans, their cost will be continually added to the "Election Summary" box to the right of the Plan lists.

## Step 4: consolidated enrollment form

### Consolidated Enrollment Form:

This form will display all elections made during your Flexible Spending enrollment period, including both your personal and enrollment information. Please review for accuracy. You may make changes to anything that is incorrect by clicking on **click here** to edit next to that item or, when you are finished with the enrollment process, you will be sent to the Employee Menu where you may make changes. (See Employee Menu section)

When you have completed your benefit selections, click the

**FINISHED**

button, and then you will be automatically routed to the employee menu screen.

## EMPLOYEE MENU

Once either you or your employer has entered your benefits enrollment information in the system, you will be shown the Employee Menu upon login.

The sections are as follows:



benefits plan  
information

benefits plan information: You may view your enrollment in benefits in this section. You should not be able to change benefit elections unless it is an open enrollment period for your company. See a quick review of all your information on the "Consolidated Enrollment Form"



company  
communications

company communications: Items such as forms that are commonly used by your company, News & Bulletins, and other Human Resources/ Benefits information reside here for the employees to access at any time from anywhere.

## navigation and data entry tips...

HELP!... If you need assistance while working in THEbenefitsHUB<sup>SM</sup> don't hesitate to click on **help** at the upper right hand corner of the screen.

BACK AND FORTH... It is very important to try to avoid using your web browser's "back" and "forward" arrows while in the system. Use the navigation buttons in THEbenefitsHUB<sup>SM</sup>:

**back**

**continue**

REQUIRED DATA... As noted on each screen, the Bold items are required for you to continue to the next page. Of course, the more information entered, the better the system will work for you; but you may skip non-bolded items if they are irrelevant or you do not wish to complete those items.

RESET... To clear all of the fields and "start over" on that particular page, click on

**reset**

MOVING ON... When each page is completed, go to the bottom of the page and click on

**sign & continue**

UNABLE TO FINISH?... If you are unable to complete this process due to unavailability of data, time constraints, etc. you may simply **logout** and log in at another time. When you login again, you will be walked through the same process, but the data you entered will still be there.

# “post-enrollment” tips

**CHANGING YOUR PASSWORD...** Go to “personal information,” then select “Change Password.” You may do this at any time after you have completed the enrollment process.

**WHAT ARE THOSE SYMBOLS?** If you just “hover” your cursor/arrow on the icons, the definition of the icons will be revealed. Here are some common ones:

**X** = Delete    = Edit    = Preview

**LINKS...** **words, names or phrases in bold red** that become underlined when you put your cursor/arrow on them, those are links that will bring you to that section or, if e-mail addresses, will create an e-mail to that person.

**SCREEN NAVIGATOR...** This line is at the top of your screen. You may click on the **red items** to quickly jump back to those previous screens.

**administration menu** ▶ **select insurance providers** ▶ **add/edit insurance provider**