

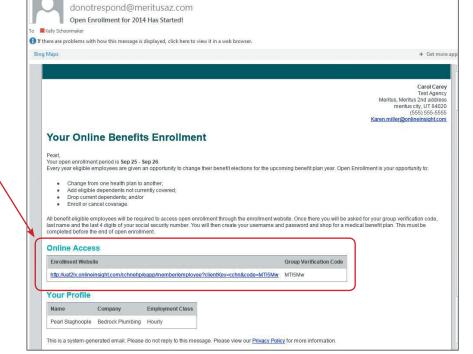




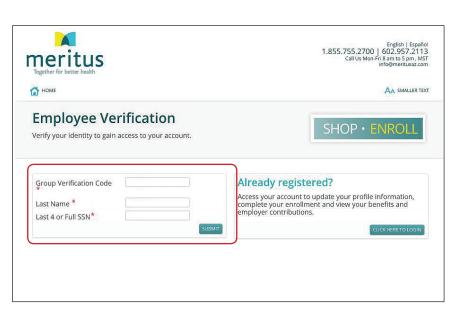
Employee Open Enrollment

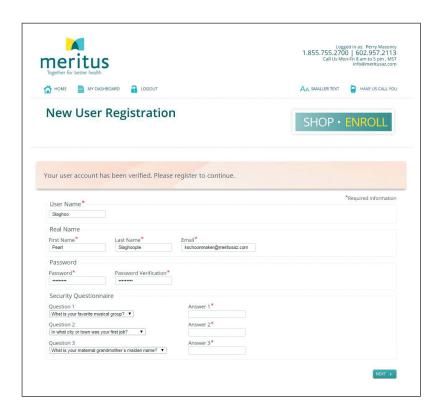
Steps for the Employees to complete.

Once your open enrollment period begins, you will receive an email notifying you that Open Enrollment has started. The email contains a link and an access code.

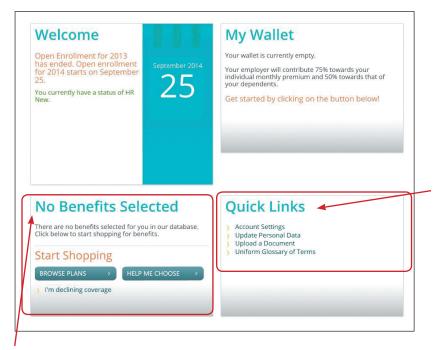


Click on the link in your email notification, the next screen asks employees to register. Once registered, the link can also be used to log back in.





Once the employee fills in their last name and last four digits of their Social Security Number (SSN), they are taken to a registration screen.



taken to their dashboard where they can make a plan selection and perform other tasks.

Once registered, the employee is

Dashboard

From the **Quick Links** box the employee can perform the following tasks:

- Account Setting update their password and security questions
- View Personal Data update name, address and phone number
- 3) Upload a Document
- 4) Uniform Glossary of Terms

From the **No Benefits Selected** box, the employee can select:

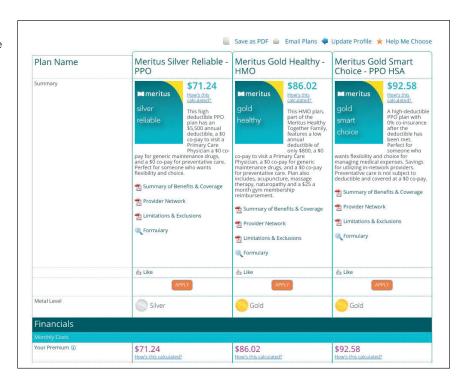
- 1) Browse Plans to view the plans their employer is offering
- 2) Help Me Choose a Plan
- 3) I'm declining coverage

The first time selecting either of these, the employee is asked to verify their personal information.

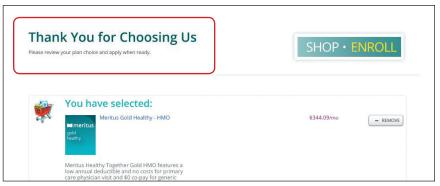


A confirmation box will appear asking you to verify personal information. You should add or delete any dependents at this time.

When **Browse Plans** is selected, the employee will see a list of plans to select from.



Once the employee selects a plan, a confirmation screen appears and the employee can begin enrollment.





The first screen asks for personal information.

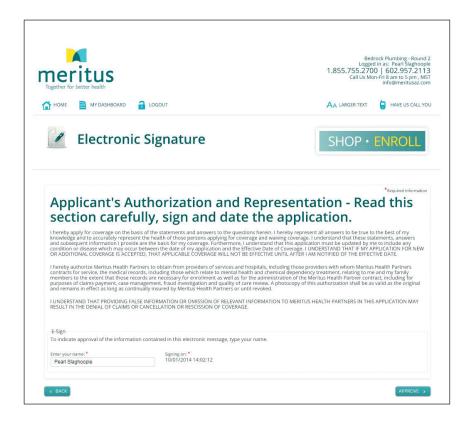


The second screen asks if the employee has any other coverage.

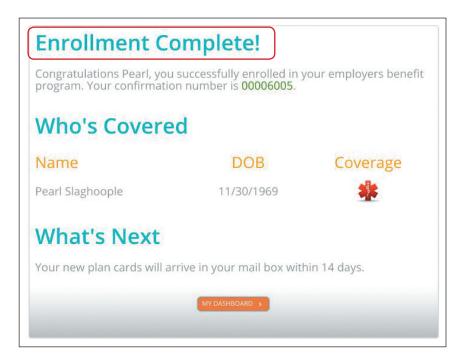


The third screen requests confirmation of the employee's selection. If amendments are required, the employee can click on the tabs to go back. The final screen asks for the employee's electronic signature.

On completion, the employee receives a screen confirmation and a confirmation email.



The Employee Enrollment is now complete!





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HOURS OF OPERATION

8 am to 5 pm (M-F)



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