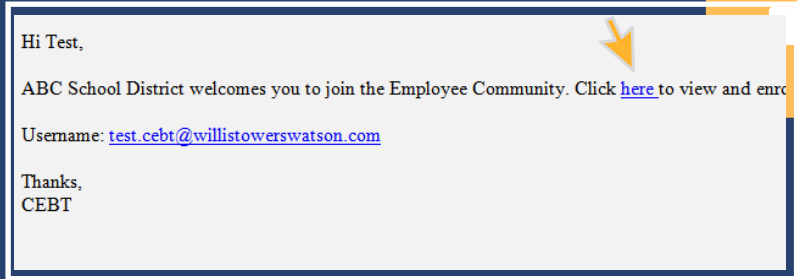


## SIGN UP

New employees will receive a welcome email at their work email address (or the email address provided to their employer when hired). Please click on the link provided in the email to begin your enrollment process.

Create a password, confirm and select change password



## BEGIN ENROLLMENT

Select the New Hire Enrollment button in order to choose your benefits.

**Change Your Password**

Enter a new password for **danitza.gline585@willistowerswatson.com**. Your password must have at least:

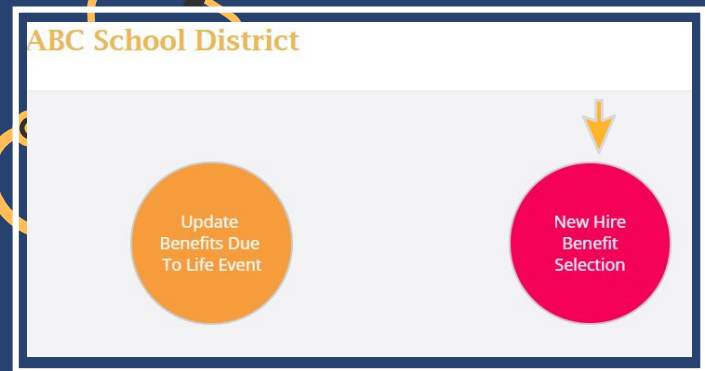
- 8 characters
- 1 letter
- 1 number

\* New Password

.....

\* Confirm New Password

.....



## VERIFY INFORMATION

Review Profile Details and add in or correct any information that was not completed by your employer. Press "Save and Select Benefits."

Last Name: CEBT

Email: Test.Test@willistowerswatson.com

Gender: Female

## NEED TO ADD A DEPENDENT?

1. Click on "Add Dependent" on the Benefits Selection page.
2. Then click "Add New Dependent"
3. Fill in required information
4. Press "Save Dependent"

SSN

000-00-0000

## MAKE YOUR ELECTIONS

Review the benefit options available, and choose a plan.

Include dependents on coverage by checking the box next to the dependent you wish to add. You will need to do this as you move through each benefit tab.

Selected Benefits	Plan Name	Start Date	Benefit Descr
<input checked="" type="radio"/>	PPO3	5/1/2019	
<input type="radio"/>	HRP	5/1/2019	
<input type="radio"/>	PPO4	5/1/2019	
<input type="radio"/>	KP-DHMO 1500	5/1/2019	
<input type="radio"/>	Waive Coverage		

**You can only waive medical under special circumstances, please see your HR f**

Would you like to contribute to this plan with pre or post tax dollars?

Select Tax Type:

Pre-tax  Post-tax

**WONDERING WHAT PLAN TO CHOOSE?**

Refer to the benefit descriptions for a comparison of the different plan designs.

Dependents		
	Name	
<input checked="" type="checkbox"/>	Employee Benefits	Child Female

**ADD A BENEFICIARY**

Add multiple beneficiaries by selecting the + sign, inputting their name, relationship, and percent. The total percentage of all primary or contingent beneficiaries should equal 100%.

**PREVIEW AND SUBMIT ENROLLMENT**

Select "Preview Benefits" to review your benefits before submitting.

Select "Save & Finish" to submit enrollment.

To see your selections before saving, hit Preview Benefits. Once you hit Save and finish you will not be able to make changes immediately.

[Preview Benefits](#)

Choose Files No file chosen

[Summarize Coverages](#)

## UPLOAD DEPENDENT VERIFICATION

Upload proof of dependent documentation for any new dependent being added to your benefits (ie. birth certificate, marriage certificate, adoption papers, common law certificate, civil union certificate) by selecting "Choose Files" and press "Upload."

Dependent Verification is required within 30 days. If you do not have it at the time of enrollment press "Skip and Continue", and submit to your HR administrator.

Coverage

2019-05-01 (Pending Approval)

[Print](#)

## REVIEW AND PRINT ELECTIONS

Select "Summarize Coverages" in order to review your enrollment.

Print your election summary for your records or future reference.