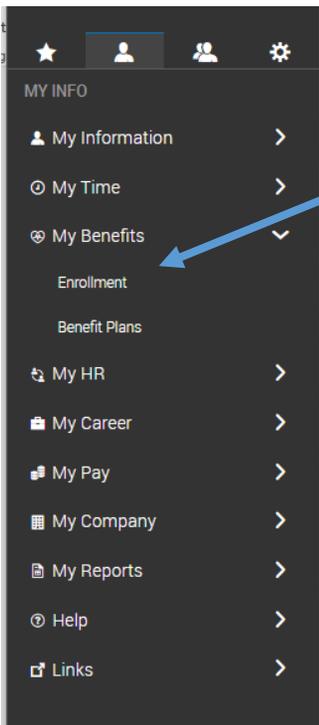


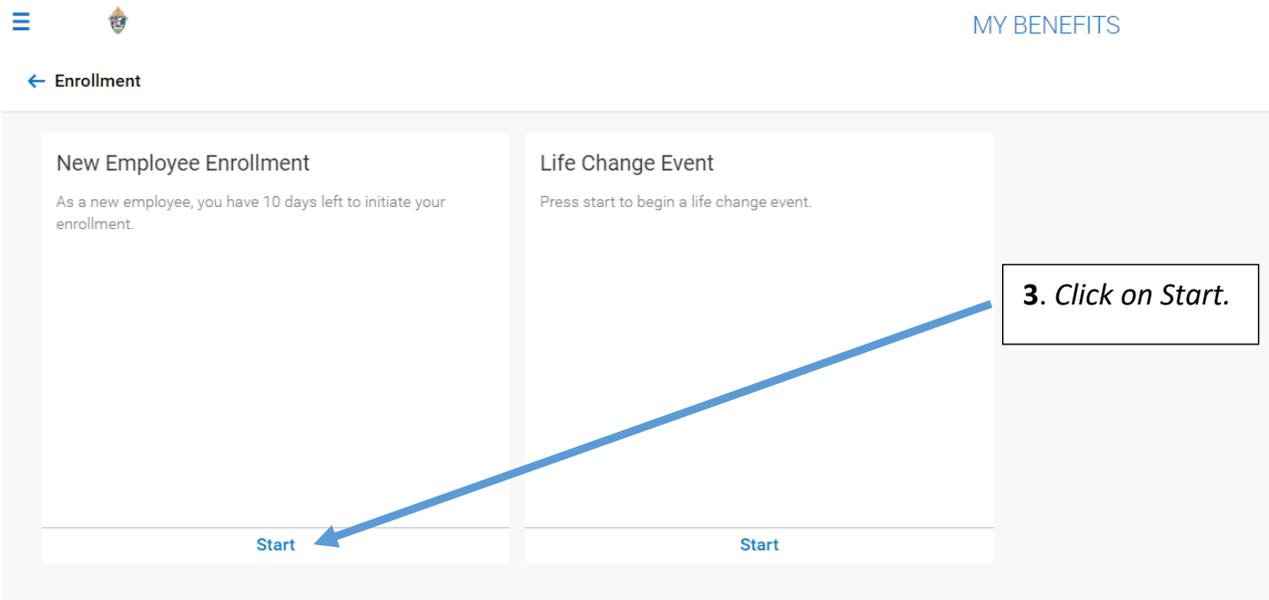
CENTRALLY HR (CHR) Benefits Enrollment for Employees

(For new hires and during open enrollment)

1. Login to CHR and go to My Info tab.



2. Go to My Benefits and click on Enrollment.



3. Click on Start.

CENTRALLY HR (CHR) Benefits Enrollment for Employees

(For new hires and during open enrollment)

← New Enrollment

Incomplete
Started on Sep 21, 2020 0%

CONTINUE

Instructions

Medical

FSA

Confirm & Submit

Instructions

As you proceed through the benefit categories (Medical, Dental, etc.), review the provider, pricing and coverage type that best meets your family's needs.

Once you have decided on a plan, click on the "select" checkbox next to the plan. Note that you do have the option to waive plan coverage and can modify your selections up to final submit on confirm selections tab.

After you have selected your plan, if you have chosen a plan that requires a dependent (e.g. Employee plus Family) you will need to define those dependents. In most cases your dependents have already been added to the options for you. If not, you will want to have your dependent(s) contact, SSN and birthday information available as you complete this section.

NOTE: You must complete the Confirmation Selection tab and submit prior to your selections to be considered for activation.

Your information will be forwarded to HR for review and approval. You can always return to view your status of current benefits as needed or prompt a request for change should you experience a "Life Change Event" outside of the open enrollment period.

Please contact your HR Manager for questions or issues.

CONTINUE

4. Click on Medical.

← New Enrollment

Incomplete
Started on Sep 21, 2020 0%

CONTINUE

Instructions

Medical

FSA

Confirm & Submit

Medical

Waive all Medical

General Valuecare Network (PVC)

Coverage Name

General Participating Network (PAR)

Coverage Name

HDHP Participating Network

Coverage Name

HDHP ValueCare Network

Coverage Name

Compare Plans

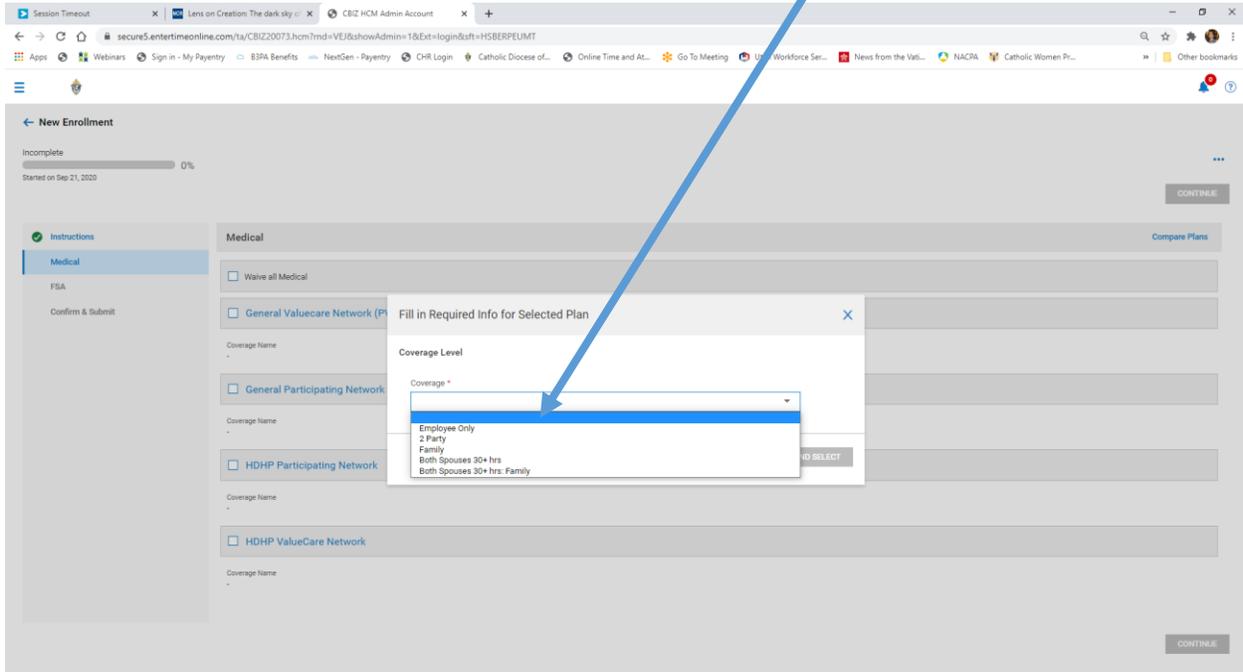
CONTINUE

5. Check the appropriate box for your medical plan.
*Note: that you can Waive Medical here.

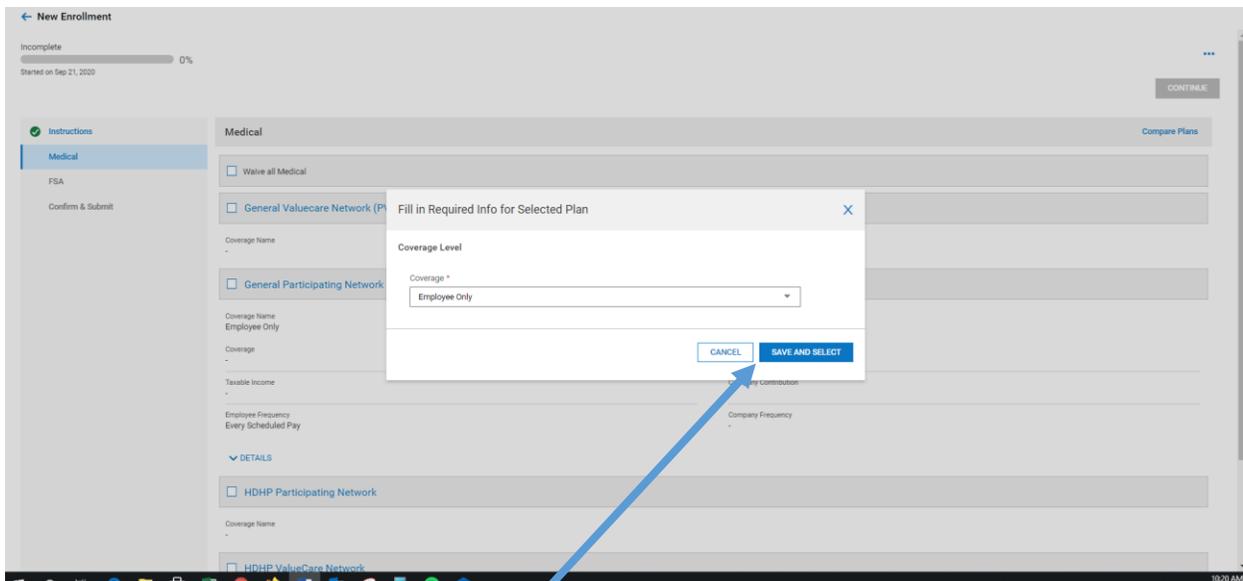
CENTRALLY HR (CHR) Benefits Enrollment for Employees

(For new hires and during open enrollment)

6. When enrolling, choose a medical plan then choose the Coverage level.



*For Employee Only coverage



7a. Click Save and Select.

CENTRALLY HR (CHR) Benefits Enrollment for Employees

(For new hires and during open enrollment)

*For Coverage Level with Dependent(s) – 2 party or Family option

The screenshot shows a web browser window with the URL secure5.entertimeonline.com/ta/CBIZ20073.hcm?md=VEJ&showAdmin=1&Ext=login&ft=HSBERPELUMT. The page title is "New Enrollment" and it shows a progress bar at 0%. A modal dialog box titled "Fill in Required Info for Selected Plan" is open. It has a "Coverage Level" dropdown set to "Family". Below that are sections for "Spouse" and "Children". The "Spouse" section has a table with columns "Name", "Relationship", and "Birth Date", and a "+ Add" button. The "Children" section has a table with columns "Name", "Relationship", "Birth Date", and "Actions", and a "+ Add" button. At the bottom of the dialog are "CANCEL" and "SAVE AND SELECT" buttons. A blue arrow points from the "+ Add" button in the "Spouse" section to a text box below. Another blue arrow points from the "SAVE AND SELECT" button to another text box below.

7b. Click Add, to enroll spouse and/or dependent children. Make sure you have your dependent's SSN and birthday information available as you complete this section.
Note: For current employees, in most cases your dependents have already been added to the options for you. You will have to click on "Choose existing dependents".

8. Click Save and Select.

CENTRALLY HR (CHR) Benefits Enrollment for Employees

(For new hires and during open enrollment)

← New Enrollment

FSA

Confirm & Submit

Waive all Medical

General Valuecare Network (PVC)

Coverage Name
-

General Participating Network (PAR)

Coverage Name
Employee Only

Coverage

Taxable Income
-

Employee Frequency
Every Scheduled Pay

Employee Contribution
\$75.00

Company Contribution
-

Company Frequency
-

▼ DETAILS

HDHP Participating Network

Coverage Name
-

HDHP ValueCare Network

Coverage Name
-

CONTINUE

You will see the Employee contribution/monthly premium here.

← New Enrollment

Incomplete

Started on Sep 21, 2020

50%

CONTINUE

Instructions

Medical

FSA

Confirm & Submit

Compare Plans

Waive all FSA

Flex Dependent Care

Coverage Name
-

Flex Medical

Coverage Name
-

CONTINUE

9. Choose or Waive FSA (Flexible Savings Account).

Note: If you choose the High Deductible Health Plan (HDHP), you will have the HSA (Health Savings Account) and only Flexible Dependent Care options available.

CENTRALLY HR (CHR) Benefits Enrollment for Employees (For new hires and during open enrollment)

← New Enrollment

Incomplete 50%
Started on Sep 21, 2020

Instructions
Medical
FSA

Confirm & Submit

FSA

Waive all FSA

Flex Dependent Care

Coverage Name

Flex Medical

Coverage Name
Enroll

Coverage
Enroll

Taxable Income

Employee Frequency
Every Scheduled Pay

Fill in Required Info for Selected Plan

Coverage Level

Coverage *
Enroll

Annual Election

\$
0.00

CANCEL SAVE AND SELECT

Compare Plans

CONTINUE

10a. When you choose to Enroll, you can type your annual contribution here. Note that the FSA Medical annual maximum contribution is \$2,750.

← New Enrollment

Incomplete 99%
Started on Sep 21, 2020

Instructions
Medical
FSA

Confirm & Submit

FSA

Waive all FSA

Flex Dependent Care

Coverage Name

Flex Medical

Coverage Name
Enroll

Coverage
\$800.00

Taxable Income

Employee Frequency
Every Scheduled Pay

Employee Contribution
\$200.00

Company Contribution

Company Frequency

DETAILS

Compare Plans

CONTINUE

10b. Your monthly contribution is shown here.

11. Click Continue.

CENTRALLY HR (CHR) Benefits Enrollment for Employees

(For new hires and during open enrollment)

MY BENEFITS

← New Enrollment

Incomplete 99%
Started on Sep 21, 2023

Confirm & Submit

Thank you for selecting (or waiving) your new benefit plans. Please take a moment to review the plans & coverage levels. Select the *Previous* option on the menu below to make any changes up to finalization.

Note: If you waive your health and welfare coverage for any benefits, you may not be able to enroll back into the plan(s) until the next Open Enrollment date unless you have a qualifying **Life Change Event**.

If you are satisfied with your selection, please add/identify your dependents that are to be included on your plan (if applicable). Once you have identified your dependents, you will be able to use the 'submit request' option to finalize and submit your selections.

The HR Department will review your submittal and contact you should we have any additional questions. Thank you.

[Download PDF](#)

Total Plans:	2	Estimated Monthly Premium:	\$141.67
Estimated Monthly Taxable Income:	-		

Medical

General Participating Network (PAR) Employee Only

Employee Contribution:	\$75.00	Taxable Income:	-
Employee Frequency:	Every Scheduled Pay	Coverage Amount:	-
Company Contribution:	-	Company Frequency:	-

[DETAILS](#)

12. This page will have a summary of your benefit selections. **Scroll down to see the rest of the page.**

[DETAILS](#)

FSA

Flex Medical Enroll

Employee Contribution:	\$200.00	Taxable Income:	-
Employee Frequency:	Every Scheduled Pay	Coverage Amount:	\$800.00
Company Contribution:	-	Company Frequency:	-

[DETAILS](#)

HSA

13. Click Submit.

CENTRALLY HR (CHR) Benefits Enrollment for Employees (For new hires and during open enrollment)

14. The system will ask for your CHR password to confirm submission.

Enrollment Acknowledgement

Please type your (Mary Jones) password to confirm.

Password *

If you wish to make additional changes, click on **"decline"** and you will return to the option menu.

Click on **"accept"** if you are satisfied with your selections and wish to proceed with the submittal process.

Note that you will not be enrolled in new plans until you complete this selection and acceptance process. Contact your HR Representative should you have any questions regarding this process.

True and complete acknowledgement: The answers I have provided throughout this benefit submission are to the best of my knowledge and belief, true and complete.

I hereby enroll for benefits for which I am presently eligible or for which I may become eligible under my employer's group contract(s). If any deductions are required for this coverage, I authorize such deductions from my earnings. I reserve the right to revoke this deduction authorization any time upon written notice unless I have chosen to use pretax deductions.

You can review the status of your benefits at any time by going to **My Account > My Benefits > Review Benefit**

DECLINE ACCEPT

15. Click Accept.

CENTRALLY HR (CHR) Benefits Enrollment for Employees (For new hires and during open enrollment)

Once you click accept, this message will pop up.

The screenshot displays the 'Medical' enrollment section. It includes a header 'Medical' with an edit icon. Below it, the 'General Participating Network (PAR)' is selected, with 'Employee Only' as the plan type. The enrollment details are as follows:

Employee Contribution	\$75.00	Taxable Income	-
Employee Frequency	Every Scheduled Pay	Coverage Amount	-
Company Contribution	-	Company Frequency	-

A success message dialog box is overlaid on the form, featuring a green checkmark icon and the text: "Hooray! Enrollment was successfully submitted". An "OK" button is located at the bottom right of the dialog. Below the dialog, the 'FSA' section is visible, with 'Flex Medical' selected and 'Enroll' as the plan type. Its details are:

Employee Contribution	\$200.00	Taxable Income	-
Employee Frequency	Every Scheduled Pay	Coverage Amount	\$800.00
Company Contribution	-	Company Frequency	-

Note:

The Location HR/Finance manager will receive an email notification that you have submitted your enrollment for approval.

You will receive an email notification when it is approved.