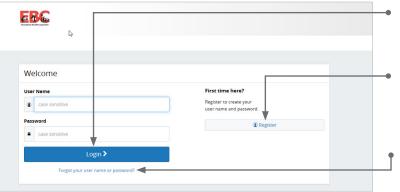
# **ENROLLING IS EASY**



### Get started

Visit **www.ebccooperative.com** and login by entering your user name and password.

If you are a first-time user, click on 'Register' to set up your user name, password and security questions. Our 'Company Key' is **ebc** (note: it's case sensitive).

#### Forgot your user name or password?

- 1. Visit **www.ebccooperative.com** and click on the 'Forgot your user name or password?' link.
- 2. Enter your social security number, company key and date of birth.
- 3. Answer your Security Phrase.
- 4. Enter and confirm your new password, then click 'Continue' to return to this page and login.

# Home Message Mess

# **Begin enrollment**

Click 'Start Here' and follow the instructions to enroll in your benefits or waive coverage.

You must make your elections by the deadline located under the 'Start Here' button. If you miss the deadline you will waive any electable benefit coverage, and have to wait until the next annual enrollment period to enroll.

# Looking for more information?

View plan details, carrier specifics and benefit guides by clicking 'Reference Center' in the main navigation.

# Want to review your current plan?

You have year-round access to your benefit summary and specific benefit elections at **www.ebccooperative.com**.

- 1. Click your name and then 'Benefits Summary'.
- 2. Review your current plan.



# **SCAN & ENROLL**

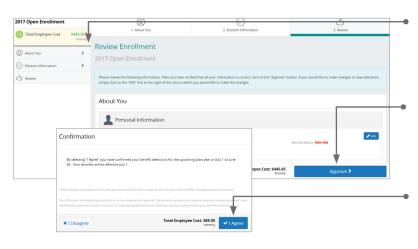
Enroll in your benefits from your mobile device. Visit **www.ebccooperative.com** or simply scan this QR code and tap your way through your elections. If you don't already have a QR code reader on your smart phone or tablet, download one from your device's app store.



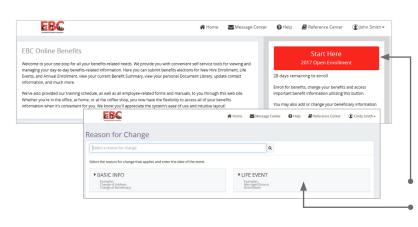


www.ebccooperative.com Company Key: ebc

Home			🚜 Home	🐱 Message Center 🛛 Help 🖉 Reference	e Center 🛞 John Smith -		
2017 Open Enrollment		0	$\oslash$	4			
Total Employee Cost	\$0.00* Monthly	1. About You	2. Election Information	3. Review			
(I) About You	>	Medical					
Election Information	~	Plese mile your medical election.					
Medical	\$0.00	✓ I Vant Coverage XWaive Coverage					
Dental	\$0.00						
Basic Life	\$0.00	Selec your plan			Your Cost Monthly		
LTD	\$0.00	selection plan					
Beneficiary Information		Select BCBS HMO					
A Review		Plan Pricing					
		Employee Only		\$64.98			
		Employee and One Dependent		\$250.80			
		Family		\$332.45			



EBC	👫 Home	Message Center	🕜 Help	Reference Center	() John Smith •
'hank You!					
⊘ Transaction Complete - Pending Approval				🕀 Print Bene	efit Summary
Your information has been submitted. Select Home to return to your benefits home page or Log Out to end this session.			Confirmation Number		
Thank You.			560-06-52-286		



## **Make your elections**

Review your options as you walk through the enrollment process. Click 'Select' on the plan(s) you choose. Track your choices along the enrollment bar which updates with your total cost.

If you have any questions as you go through enrollment, click 'Live Chat' in the upper right corner.

Use the 'Reference Center' tools to help you make elections.

# **Review your elections**

Review, edit and approve your personal information, elections, dependents and total cost.

#### Approve

Once you have reviewed your elections and they are accurate, click 'Approve' to continue.

# **Confirm your choices**

Your enrollment isn't complete until you confirm your benefit elections and cost.

# Print

Print your election information and confirmation number for future reference or save it to your Message Center.

# MAKE MID-YEAR CHANGES

The benefit elections you make will remain in effect until the end of the plan year, unless you are affected by one of these lifechanging events:

- Getting married or divorced,
- A change in job status (for you or an enrolled dependent), or
- Having a baby or adopting a child.

If you experience any of these qualifying events, you must provide the required supporting documentation and make changes within **30 days** of the event.

- 1. Login to www.ebccooperative.com.
- 2. Click on the 'Start Here' button to change your benefits or your basic information.
- 3. Select the life event button and the event you wish to file. Then, follow the same election steps above to complete your life changing event.



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