



2017 SELF SERVICE ENROLLMENT GUIDE

Self-Service Guide

This “how-to” guide will assist you in enrolling in your benefits. Before accessing the online enrollment system from home or work, carefully review the information contained in your benefit guide. Please provide dependent documentation, (birth certificates and your marriage license) to your local human resources contact. Once approved, dependents will be added to the enrollment system and you may enroll them in the benefits.

HOW TO ENROLL



TWO WAYS TO ENROLL



ONLINE

Please visit www.BMCEmployeeBenefits.com and click “Enroll Here” to register and access the online enrollment system. Create your personal login credentials and follow the prompts to make your benefit elections.



ENROLLMENT CENTER

Call 1-888-894-7595
Mon., Wed., Fri., 9 AM - 7 PM EST
Tues. and Thurs., 9 AM to 9 PM EST
You can call the Enrollment Call Center and speak with a Benefits Counselor who will answer your benefits questions and enroll you over the phone.

WHAT YOU’LL NEED TO ENROLL

- **If enrolling online, you will need a valid email address and have access to it** - if you do not have a work or personal email address, please create one by visiting one of these sites:
 - login.yahoo.com/account/login
 - gmail.com
- Your BMC employee identification number, birth date, and your Social Security Number.
- You may not add dependents to the enrollment system. Dependent verification documentation must be provided to your local human resources contact. Acceptable documents are birth certificates and marriage licenses. Once your dependents are approved they will be added to the enrollment system within 7 days.
- If you are adding or changing beneficiaries, you’ll need their names, Social Security Numbers and address.

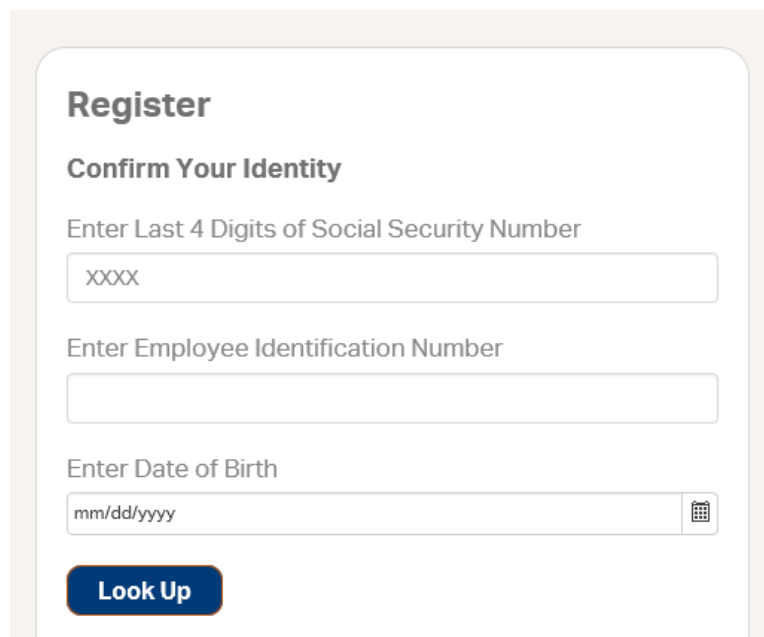


STEP-BY-STEP ONLINE ENROLLING INSTRUCTIONS

STEP 1

Visit www.BMCEmployeeBenefits.com using the Google Chrome browser and follow the prompts to register and create your personal login credentials. Provide the following to confirm your identity:

- Last 4 of SSN
- Employee ID
- DOB (mm/dd/yyyy)




Register

Confirm Your Identity

Enter Last 4 Digits of Social Security Number


Enter Employee Identification Number

Enter Date of Birth

Look Up

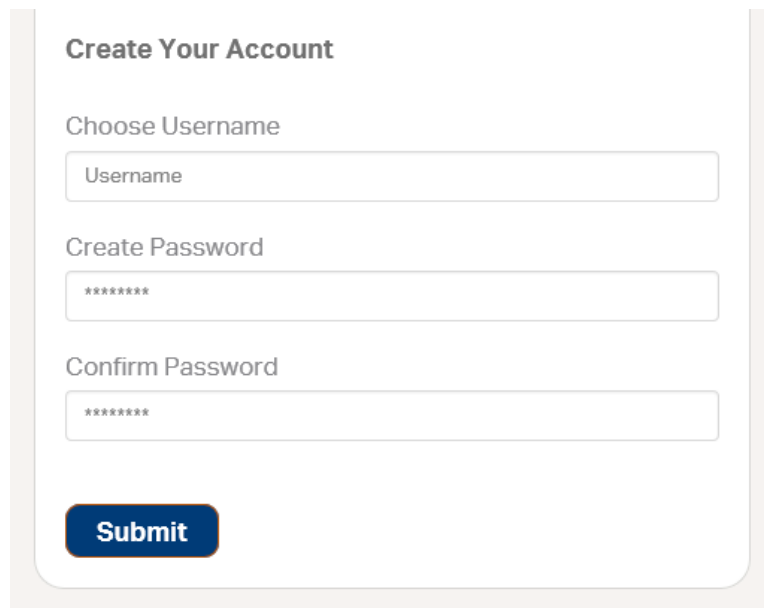
If your information is loaded in the system, you will receive the confirmation message shown below. If your information cannot be found this could mean incorrect information was provided.

We have located your records in our system. Please create  your account below.

STEP 2

Create your account

- Choose and enter your username
- Create password (your password MUST contain at least 8 characters, 1 lowercase letter, 1 uppercase letter, 1 number and 1 special character)
- Confirm password
- Click Submit



Create Your Account

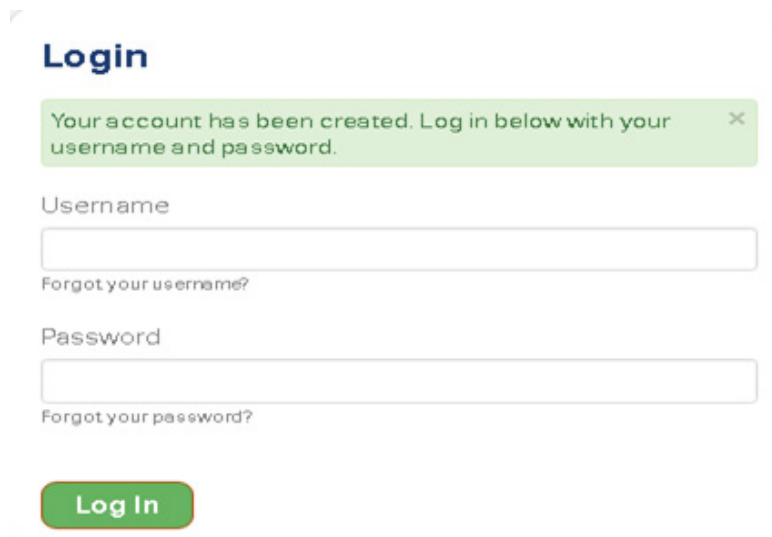
Choose Username

Create Password

Confirm Password

Submit

If your information is accepted, you will see the login screen below



Login

Your account has been created. Log in below with your username and password. ×

Username

[Forgot your username?](#)

Password

[Forgot your password?](#)

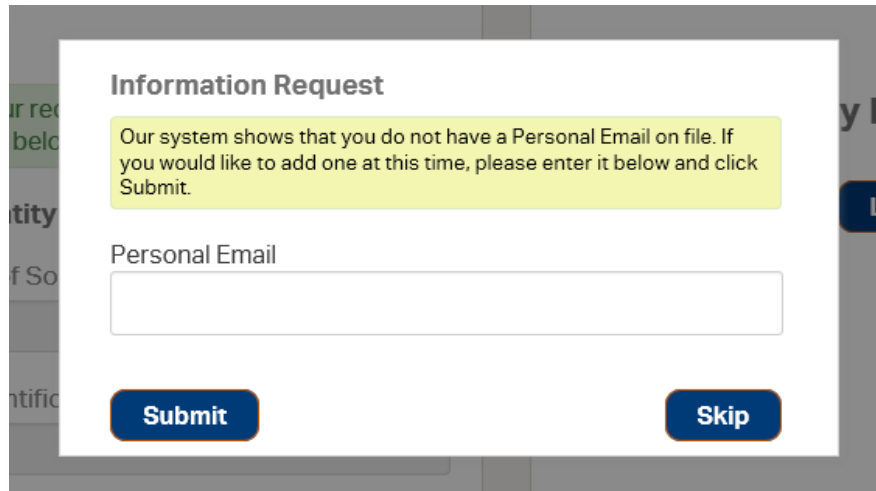
Log In

If you forget your password, click 'Forgot Password' and follow the prompts. If you experience issues, please contact the Enrollment Center at 1-888-894-7595.

NEED ASSISTANCE? CALL 1-888-894-7595

STEP 3

Login using your username and password. If you do not have an email address currently on file, you will receive the “Information Request” box seen below. You must enter your email address to receive your confirmation statement. Once you enter your email address, you will be automatically taken to the home page.



Information Request

Our system shows that you do not have a Personal Email on file. If you would like to add one at this time, please enter it below and click Submit.


Personal Email

[Submit](#) [Skip](#)

STEP 4

Select “Click here to begin” – this will start your benefit enrollment session. *If you prefer to enroll using the Spanish site, please follow the directions on the next page.*

- Once in the system you will need to confirm the following information*:
 - Personal information is correct on Personal page
 - Contact information is correct on Contact page
 - Verify dependent information if applicable
- Learn about your current benefits as you navigate through the enrollment pages and make your enrollment selections.



2017 Open Enrollment
Click here to begin >

Current Benefits

▼ [Medical](#)

None
Covered: None

➤ [Dental](#)

➤ [Vision](#)

[See All Benefit Plans >](#)

- Once you have reviewed all plans and made selections, continue through the enrollment until you see confirmation number – YOUR ENROLLMENT IS NOT COMPLETED UNTIL YOU SEE THE CONFIRMATION NUMBER.
- If you complete your enrollment and do not get a confirmation number, please call the Enrollment Center at the number below.

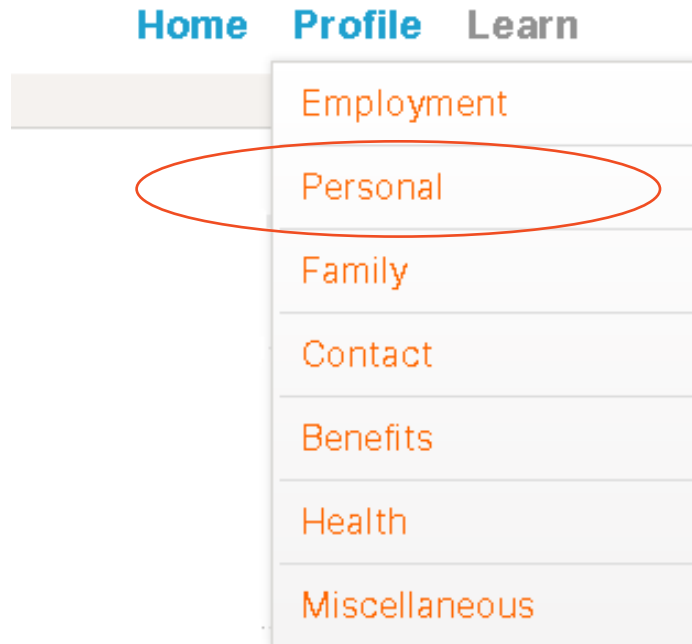
*If any information is incorrect, please contact your local HR Representative with the correct information.

NEED ASSISTANCE? CALL 1-888-894-7595

STEP 4.A - ENROLLMENT ON SPANISH SITE

To change your profiles preferred language to Spanish, follow these steps:

1. Once logged into the system, hover over the “Profile” menu, then select “Personal”



2. Once on the Personal page, scroll down and select your language preference.

Gender

☒ Male ☐ Female

Language *

English	▼
English	
Spanish	

Marital Status

3. Scroll to bottom of the page and click “Save” to save your language changes.



4. You will now need to Sign Out and close your browser. Once you reopen the site in a new window and log back in, you will see the Enrollment Site in Spanish. You will then continue enrolling with the directions at Step 4 on the previous page.