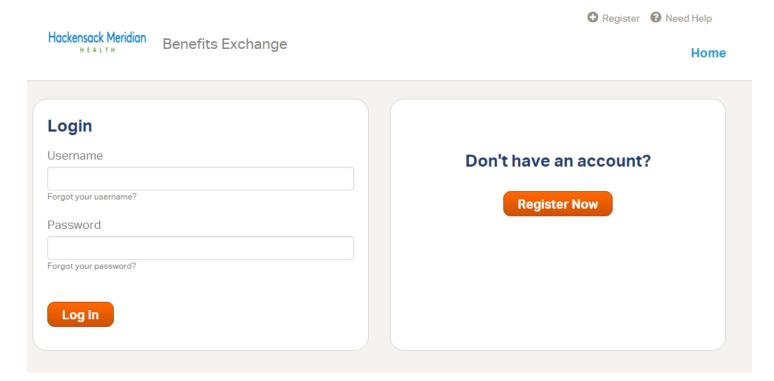


View Your Benefit Elections



Click on this link to log onto the self-service website at benefitsgo.com/hmh

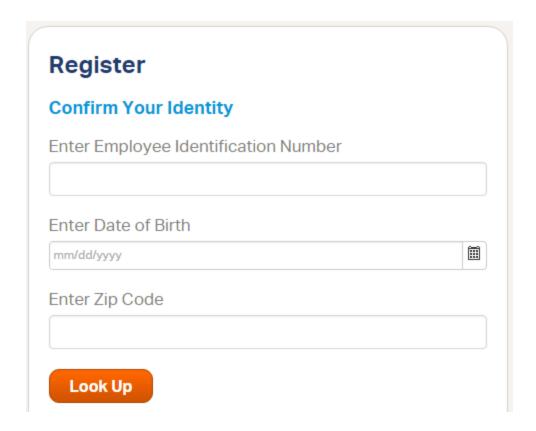
Follow the prompts to register and create your own login credentials.



Step 1: Provide the requested information in the 'Register Now' section to confirm your identity.

- 1. Enter your Employee ID < Team member ID>
- 2. Enter your date of birth as mm/dd/yyyy
- 3. Enter your Zip Code
- 4. Click **Look Up** button to confirm your identity
- 5. If your information is located in system, you will receive the Register confirmation message in green





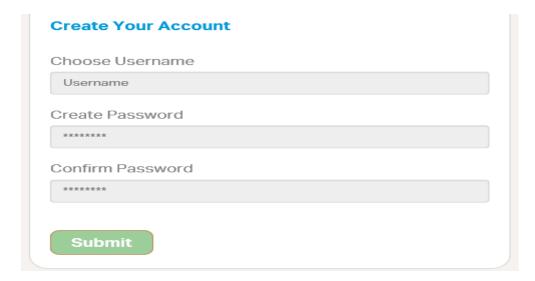
Register

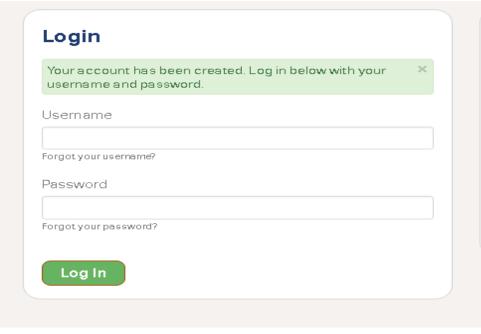
We have located your records in our system. Please create \times your account below.

Step 2: Create your account.

- 1. Choose and enter your username (something that you can easily remember)
- 2. Create Password (your password **MUST** contain at least 8 characters, with at least 1 being a lowercase letter, 1 being an uppercase letter, 1 number, and 1 special character)
- 3. Confirm your Password
- 4. Click **Submit** button to send your account information
- 5. If your information is accepted, you will see the **Login** confirmation message below (2nd picture)



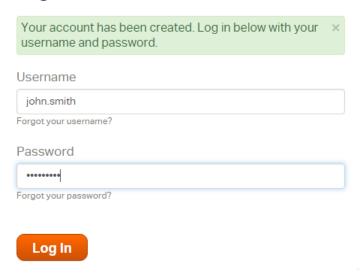






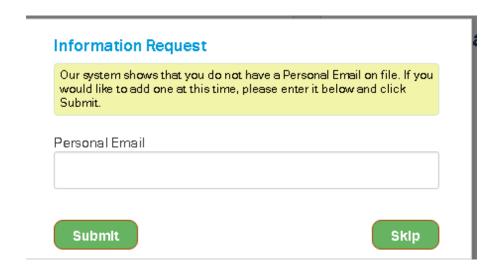
Step 3: Login using your Username and Password.

Login



If you do not have an email address currently on file, you will receive the "Information Request" box below.

You have the option to enter an email address or Skip this section. The email address would be used to send your confirmation statement to you once you complete your enrollment process.





Step 4: View 2017 Benefit Elections:

- 1. Once in the system, follow the steps below to view 2017 benefit elections
 - a. On the home page, Current Benefits click 'See All Benefit Plans'
 - b. You will be taken to Benefits page; update the date filter to display Future and click Show
 - c. 2017 Benefits will be displayed

