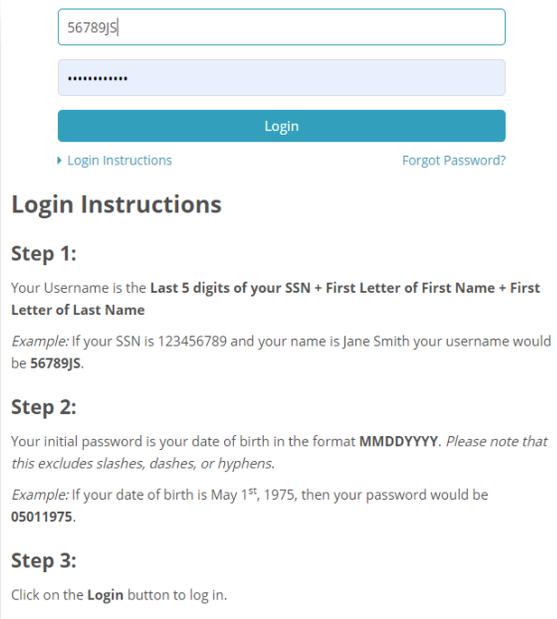


Enrolling in Your Annual Benefits is Easy!

Login and enroll between 4/13/2022 - 5/13/2022

STEP 1 - Log in

Go to: www.ForsythBenefits.com and enter your username and password. In case you forgot your login info, click the **Login Instructions** link for help. For security purposes, you will be asked to change your password after your initial log in.



56789JS

.....

Login

[Login Instructions](#) [Forgot Password?](#)

Login Instructions

Step 1:
Your Username is the **Last 5 digits of your SSN + First Letter of First Name + First Letter of Last Name**
Example: If your SSN is 123456789 and your name is Jane Smith your username would be **56789JS**.

Step 2:
Your initial password is your date of birth in the format **MMDDYYYY**. *Please note that this excludes slashes, dashes, or hyphens.*
Example: If your date of birth is May 1st, 1975, then your password would be **05011975**.

Step 3:
Click on the **Login** button to log in.

Change Your Password

Password

Please enter your new password below. It must be at least ten (10) and no more than twelve (12) characters in length. Please note that passwords are case sensitive.

To make it easier for us to contact you, please provide us with your email address. It will be kept in the strictest of confidence and will never be released to a third party. benefitexpress will contact you at this email address only in response to a direct request for assistance. benefitexpress will not send you unsolicited email.

Current Password *

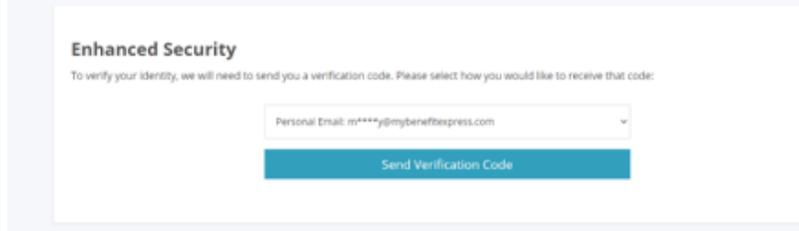
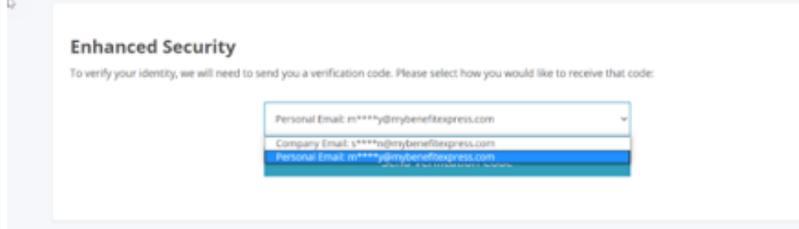
New Password *

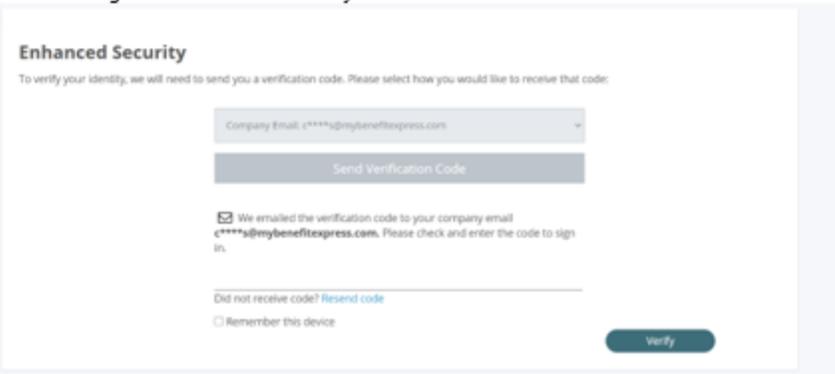
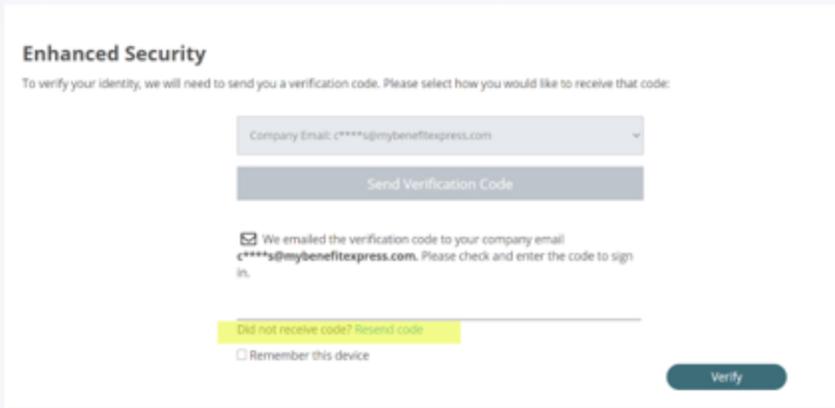
Confirm New Password *

*Required

STEP 2 – Employee Login Flow

<p>E-Communication Page</p>	<p>Electronic Communication Information</p> <p>Communication Information</p> <p>Transmission of information electronically and/or digitally allows BE to communicate in a more efficient and timely manner with employees.</p> <p>By electing to communicate electronically, you are authorizing BE to provide access to forms and documents via email and website access. You are agreeing that you do not require receipt of these materials in paper format. You are also certifying that email notifications sent to the address provided below are sufficient to meet the government requirements.</p> <p>Personal Email Address (verified) <input type="text" value="mcorthey@mybenefitexpress.com"/> <input type="button" value="Send"/></p> <p>Company Email Address <input type="text" value="chasing@mybenefitexpress.com"/></p> <p>Mailing Address*</p> <p><input type="text" value="4543 Some Street"/> <input type="text" value="Apt 1"/> <input type="text" value="Any Town"/> <input type="text" value="IN"/> <input type="text" value="40173"/></p> <p>Automated Phone Info: As an added convenience, you have the ability to retrieve your FSA Balance or Reset your Password via a text message at any time. To set this up, simply type in your cell phone number below (without dashes or parentheses), click Send and within a few minutes your phone will receive a text message containing a four digit verification code to be entered.</p> <p>Text/SMS Number <input type="text"/> <input type="button" value="Send"/></p> <hr/> <p>Communication Preference*</p> <p>This authorization will remain in effect until terminated by you by submitting a written request to the Benefits Department, or by changing your election on this website. If you select Text/SMS, you can stop receiving messages by replying STOP to any message.</p> <p><input type="text" value="Personal Email"/> <input type="button" value="Send"/></p> <p style="text-align: right;"><input type="button" value="Save"/></p>	<p>Employees will login using their default password and will be required to have at least one form of electronic communication</p>
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<p>Verify Email</p>	<p>Similar to existing functionality for SMS/Text verification, employees will now have to verify any newly entered personal email addresses. Clicking SEND will send a 6-digit verification code to the employee using the email address or Text/SMS number to be verified.</p> <p>When received, the code must be entered on this page for the communication mechanism to be verified.</p> <p>This will only be required when an employee enters a new personal email or Text/SMS number. These can be updated from the E-communication page (first time login or enrollment flow) or from the Account Information – Personal Information page in MBE.</p> <p>Only new email addresses or phone number will require verification. Emails entered through the census or through the employee editor will automatically be verified.</p> 
<p>MFA Page</p>	<p>The next time the employee logs in they will be prompted to send a verification code to the e-communication device of their choice.</p>  <p>© Copyright 2001 - 2020 Benefit Express Services, LLC - All rights reserved.</p> <p>Their preferred Communication will be selected by default and they will be able to choose any of the other email addresses or Text/SMS devices registered to their account.</p> 

<p>Verifying the Code</p>	<p>Notification that the code has been sent will appear. Once received, the employee must enter the 6-digit number and click Verify.</p> 
<p>Resend Code</p>	<p>Codes are valid for 30 minutes. If the employee is unable to enter the code within the allotted time, they can resend a new code. Codes can be resent as many times as needed. Clicking Resend code will send a new code and make any previous codes invalid.</p> 

Remember this device

Remember this device can be checked to avoid entering a code every time the employee logs in from the same device. This will stay in effect indefinitely, or until the users clears their browser cache. Users can have multiple devices remembered.

Enhanced Security

To verify your identity, we will need to send you a verification code. Please select how you would like to receive that code:

Personal Email: c****s@mybenefitexpress.com

Send Verification Code

We emailed the verification code to your personal email c****s@mybenefitexpress.com. Please check and enter the code to sign in.

Did not receive code? [Resend code](#)

Remember this device

Verify

STEP 3 – Getting to the Enrollment

▲ A friendly reminder: You have open enrollments, including **Annual Open Enrollment** (2 days left).

Enroll Now

Once you log in, you will be taken to the Home page where you can click the orange **Enroll Now** button or the white **Enroll Now** checkmark icon to begin your enrollment

STEP 4– Getting Started and Updating Dependents

1. GETTING STARTED

2. CHOICES

3. CONFIRMATION

Before you make your benefit changes, you will be required to **Answer/Respond** to a few simple questions that will determine your eligibility.

Add/Review Your Dependents: You will also be able to **add new dependents** or **update dependent information**. As you proceed through the enrollment, the coverage levels you are offered are based on the number and type of dependents you elect to cover. Please be sure to read the pages carefully as you may be required to certify your dependents by sending in certain documents before they become eligible for benefits.

If you have a dependent on file that is missing an SSN, you will be required to enter a valid SSN to continue or enroll in coverage.

STEP 5 – Making your Choices & Updating Beneficiaries



1. GETTING STARTED

2. CHOICES

3. CONFIRMATION

Make Your Choices: From the **Choices** section of the enrollment, you will make your benefit elections. Each page will display your plan choices and will prompt you for additional information where needed. All deductions are shown on a per pay basis.

You may navigate through this section by using the **Previous** and **Save and Continue** buttons. You can also jump between plans by clicking anywhere in the **Choices** step/button and selecting your desired plan from the drop-down.

Add/Review Beneficiaries: You will also be able to **add new beneficiaries**, **update beneficiary information**, and **assign beneficiary percentages**. Any plans requiring a beneficiary designation will be listed on this page.

STEP 6 - Enrollment |

<input checked="" type="checkbox"/> 1. GETTING STARTED	<input checked="" type="checkbox"/> 2. CHOICES ▼	3. CONFIRMATION
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Confirm Your Choices: The last page/section in the enrollment is your confirmation statement, which you can print or email. The site will automatically save a copy for your future reference. If you need to change any of the plan selections you have made, you can go back into the enrollment and make any additional changes through the end of your enrollment period.

Need Help?

We realize not every question can be answered in the materials provided. If you need any assistance with the site, the following options are available:

Call	Email
You may contact us via telephone at 336-703-2400 . Normal hours of operation are 8:00a.m. to 5:00p.m. EST.	You may email your request to HR@forsyth.cc

To access the above contact options, simply click **Contact Us** at the top right of any page once you're logged in.