

Important Information About Your Annual Enrollment Period

You can make the following benefit elections online from September 12, 2011 through November 18, 2011:

- Sign up/re-enroll your Flexible Spending Account (Medical Reimbursement and Dependent Care).
- Enroll, change or cancel your Vision insurance.
- Enroll, change or cancel your Dental insurance.
- Enroll in Colonial products. (*limitations apply – please see further details below*)

The following benefit elections must be made with your Benefits Representative during the enrollment period and are not available for online enrollment.

- Enroll, change or cancel your Pre-Paid Legal.
- Cancel or change existing Colonial products.

BENEFITFOCUS ONLINE INSTRUCTIONS

Helpful Tips:

- If you are a **new employee** and unable to log into the online system, please contact your Health Benefits Representative.
- If you are an **existing employee** and unable to log into the online system, please contact the eBenefitsNow Help Desk at 1-866-239-1055.

Complete the following steps to begin the online enrollment process.

- **Go to <https://wcpss.hrintouch.com>**

- **Enter your HR InTouch Login ID and Password**

Login ID: Your first name *and then* first initial of your last name *and then* last 4 digits of your social security number.

Initial Password: Your social security number without spaces or dashes.

Example: Employee John Doe with SSN 111-22-3333

Login ID is JohnD3333 and Password is 111223333

Note: Some agencies may have an alternate login format. Please refer to the login format on your HR InTouch login screen to confirm the format being used by your agency.

- **Logging in for the first time**

You will be prompted to create a new password and answer a secret question. Please see the HR InTouch screen for more information.

- **Navigate to BenefitsNow**

Select the link titled **BenefitsNow** on the left side of your screen under the section titled **Quick Links**.

- **Review and/or edit your Basic Information**

Select **My Basic Information** and review for accuracy.

- **Review and/or edit your Annual Enrollment elections**

Select **My Benefits** to review and/or change your benefit elections. On the right hand of the screen under **My Open Enrollment** benefits, select the benefit offer name that you would like to edit or review. To enroll in Colonial products, select the offer titled **Colonial Life Voluntary Benefits**.

Cancer 1000 - You may enroll online in Cancer 1000 coverage.

Disability – NCK1000 - You may enroll online in NCK1000 – the North Carolina Educator Disability Plan.

Accident 1.0 - You may enroll online in Accident 1.0; however persons over age 64 applying for coverage and employees wishing to purchase an individual policy for their spouse must meet with the Benefits Representative.

Medical Bridge 3000 - You may enroll online in Medical Bridge 3000 coverage.

Critical Illness 1.0 - You may enroll online in Critical Illness coverage; however persons over age 64 and employees wishing to purchase an individual policy for their spouse must meet with the Benefits Representative.

Term Life 1000 - You may enroll online in Term Life 1000; however employees wishing to purchase an individual policy for their spouse must meet with the Benefits Representative.

Universal Life 1000 - You must meet with the Benefits Representative to enroll in Universal Life 1000 coverage.

- **Making Changes to your Elections**

To change your plan, coverage level or persons covered, select the corresponding Edit button next to each section.

Note: You will be asked questions only as they relate to your election. Please be as complete as possible when answering questions to ensure your enrollment is processed successfully.

- **Review and print your Benefit Summary**

To view or print a summary of your elections, click on the tab in the top left corner of your screen titled **My Home**. On the right hand side of your screen, click on the report titled **My Employee Detail Report**.

Note: This report displays BOTH your current and Annual Enrollment elections. Annual Enrollment elections are below your current elections on the report.

- **Log out of BOTH eBenefitsNow & HR InTouch using the Logout button.**