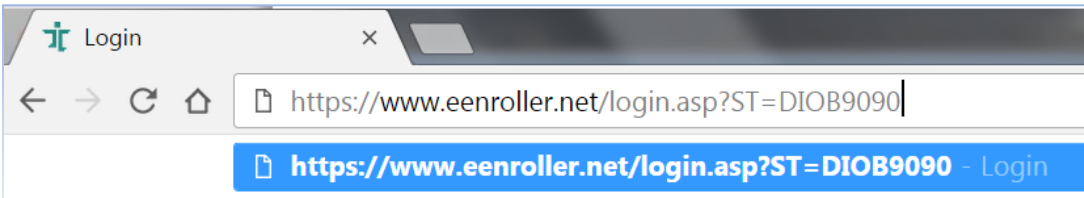


EMPLOYEE BeneTrac Online Open Enrollment - Instructions

The following instructions will assist you in making your 2017 benefit selections in the BeneTrac online enrollment system. The below instructions can be used regardless if you already have a **MyPaychex.com** account already. (NOTE: Employees with an existing MyPaychex.com account – see additional instructions on page 4 to add the BeneTrac tab to your MyPaychex.com account.)

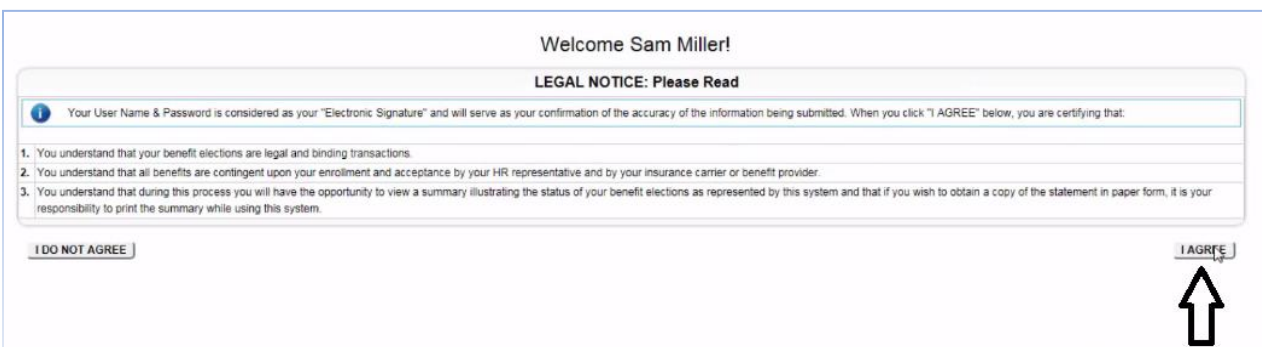
1. To log in and enroll/manage your benefits, go online and enter the following address into your browser: <https://www.eenroller.net/login.asp?ST=DIOB9090>



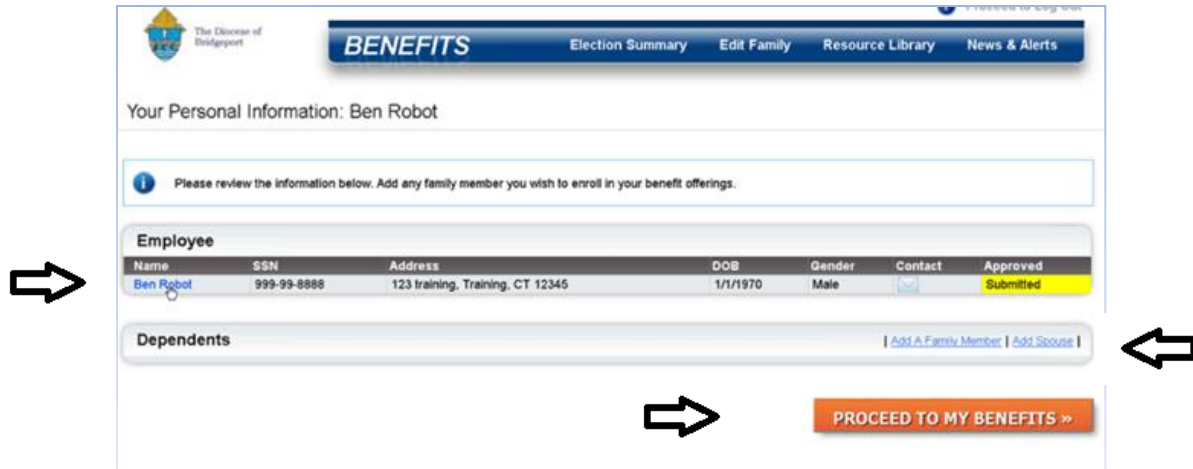
2. Enter your User Name and Password
 - Your User Name is your first name initial and last name spelled out (all UPPER CASE) and the last four digits of your social security number.
 - Your Password is your last four digits of your social security number.
 - Example: Joe Sample; SSN 111-11-1120 would have user name **JSAMPLE1120** and password **1120**



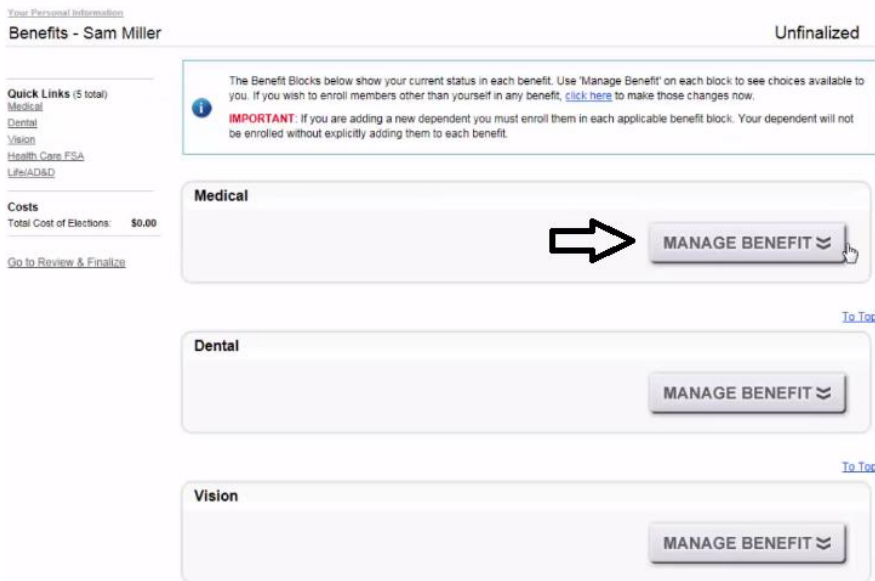
3. You will be prompted to change your password.
4. Review and click **I AGREE** when presented with the legal notice.



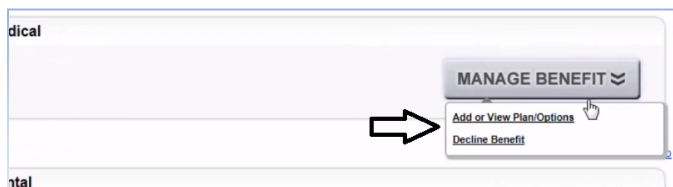
5. A “News & Alerts” message may appear – please pay attention. Select “**Continue to My Family**”.
6. Review and update your personal information on the **My Family** page by taking the following steps:
 - a. Click your name to update your personal information. You can also change your password in this area.
 - b. Click on the link “**Add a Family Member**” or “**Add Spouse**” to add a spouse or eligible dependent(s) you will be covering under your benefits.
 - c. Click on **PROCEED TO MY BENEFITS**.



7. To enroll in a benefit:
 - a. Click a link under the **Benefits** menu to review a particular category.
 - b. In each benefit block (i.e. Medical, Dental, Vision) make a selection from the list of **MANAGE BENEFIT** options.



- c. Select **Add or View Plan/Options** if you were not previously enrolled in the benefit or select **Change or View Plan/Options** if you are currently enrolled.



- d. You may be prompted to select dependents.

Your Personal Information Benefits

Manage Medical: Add or View Plan/Options

Choose Family Members [Edit Family](#)

Name	Type	Include
Sam Miller	Employee	<input checked="" type="checkbox"/>
Jane Miller	Spouse	<input checked="" type="checkbox"/>

- e. Select a **Plan**

Note: The employee cost displayed is based on the number of family members you selected in the previous step.

BENEFITS Election Summary Edit Family

View Plan/Options

Aetna Low Option HRA Plan

aetna™

Contact your Benefits Administrator for description
[Provider Directory](#)

Employer Cost: \$597.23 (Bi-Weekly)
 Employee Cost: \$149.08 (Bi-Weekly)

- f. If you want to compare costs, you can change the number of dependents on the plan by clicking **GO BACK** and unchecking the boxes next to the dependents' names.

- g. Carefully review your choices, then Click **I AGREE**.

8. To terminate a benefit you are currently enrolled in or to decline (WAIVE) coverage being offered:

- a. Select **Decline Benefit**.
- b. Select an option from the **Reason** drop-down menu.
- c. The **Event Date** will automatically populate.

* Required

Carefully review the information below before finalizing

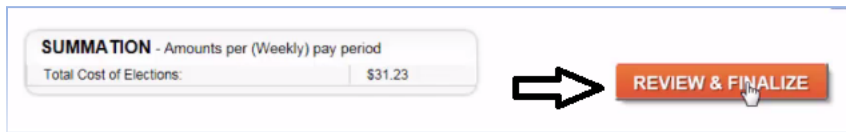
Transaction Type:	Decline/Waive Coverage
* Reason:	== Select to change == ▼
* Event Date:	1/1/2017
Comment:	Decline Benefit
Transaction Date:	1/1/2017

- d. Click **I AGREE**.

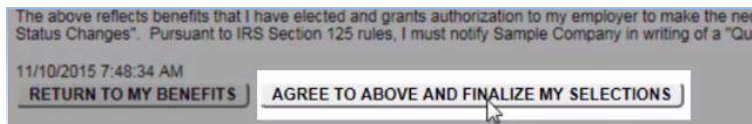
Note: The system will automatically decline any benefits you did not actively enroll in if you are not currently enrolled in that benefit.

9. To review and finalize your benefits elections after managing all of your available benefits:

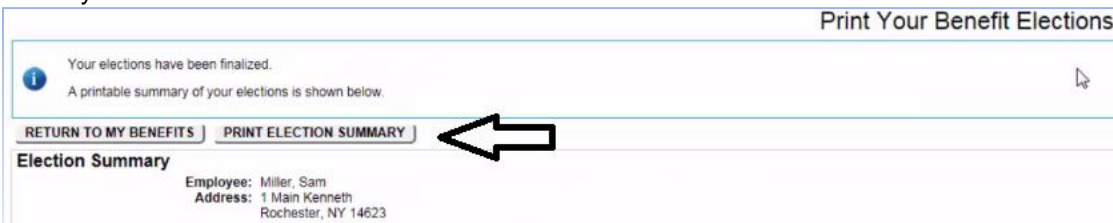
1. Click **REVIEW & FINALIZE**.



2. Review the elections listed.
3. To change any of the benefits you selected, click **RETURN TO MY BENEFITS**.
4. Make any necessary changes and click **REVIEW & FINALIZE** again.
5. Review the elections listed.
6. Click **AGREE TO ABOVE AND FINALIZE MY SELECTIONS**.



You will have the ability to print your finalized election upon completion. All elected benefits will be effective the first on the year.



For support with the Benetrac system please call **877-645-4342**. (9am – 8pm ET; Mon – Fri)

You can also go to BeneTrac University for additional support and resources:

<http://training.paychex.com/benetrac-university/employee/index.html>

***** For Employees who currently have a MyPaychex.com Account *****

PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY to Add the BeneTrac service to your existing account.

You will only need to add the **BeneTrac** service to your existing Paychex account this first time; for future uses, you will just logon to MyPaychex.com to access BeneTrac Online.

1. Logon to your **MyPaychex.com**
2. Click on **"Manage User Account"**
3. Click on the button **"Add More Services/Accounts"** and then use the drop-down menu to select **"BeneTrac Online"** **(It's the last one on the list)**
4. Input the Employer ID, User Name and Password as detailed below:
 - **Employer ID:** DIOB9090
 - **User Name:** The first letter of your first name and last name plus the last four digits of your social security number (no spaces/no hyphens). Example: *Joe Sample*; SSN 111-11-1120 would have user name **JSAMPLE1120**
 - **Password:** Last 4 digits of your SSN
5. You will NOT need the above information to logon moving forward. Click on **"Verify Account"**
6. Click on **"Add to MyPaychex"**
7. Click on **"BeneTrac Online"** icon to launch program.

If you need assistance or are having difficulty adding **BeneTrac** to your MyPaychex, please call **(877) 281-6624** option 4.