



ENROLLING IN YOUR BEK BENEFITS — ONLINE AND ON-TIME AT [MYBENEKEITH.COM](http://mybenekeith.com)

THESE STEP-BY-STEP INSTRUCTIONS MAKE ENROLLING FAST AND EASY

Before you go online:

- **Have your BEK User ID and password handy then login at mybenekeith.com.**
 - *Don't know your User ID?* Contact your HR Manager or Office Manager.
 - *Forgot your password?* Go to mybenekeith.com and select **Forgot Password**. A temporary password will be emailed to you. You can then login and choose a new password.
- **Gather and enter family information including:**
 - Full names
 - Social Security numbers
 - Birth dates of any family member you want to enroll. Do NOT enter Tax ID Numbers, which begin with the number "9".

You will be asked to submit documentation to verify their eligibility or your dependents won't have coverage. Find a list of acceptable documentation at bekbenefits.com/eligibility.

- **Determine beneficiaries.** Think about who you'd like to receive your life and AD&D benefits if you die. You'll be asked to name a beneficiary during enrollment.
- **Enroll within 60 days of your full-time eligibility date** or you will NOT be eligible to enroll until Annual Enrollment—unless you have a qualified life event such as having a baby or getting married.

YOU'LL BE AUTOMATICALLY ENROLLED IN THE 401(k)

As soon as you are eligible, you'll automatically be enrolled at 4% of pay. You can increase, decrease or stop your contributions at any time at www.empowermyretirement.com. Click Register then the "I do not have a PIN" tab if accessing for the first time.

I do not have a PIN | I have a PIN | I hav

SOCIAL SECURITY NUMBER

ZIP / POSTAL CODE

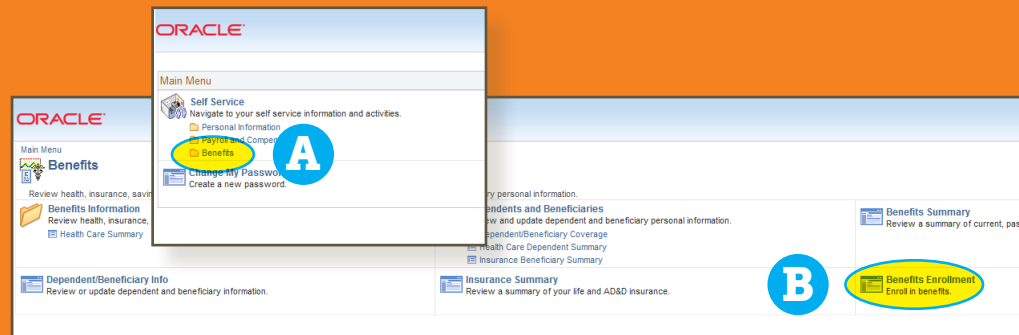
LAST NAME (GENERALLY INCLUDES SUFFI

WHEN YOUR COVERAGE BEGINS

If you successfully completed an enrollment session, your coverage will begin on the first day of the month following 60 days of full-time employment. Coverage for family members begins when your coverage begins, provided you enroll your dependents and return the proper documentation.

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STEP 1: Go to mybenekeith.com and log in using your User ID and password. Next, select **SELF SERVICE**, click **BENEFITS (A)** then **BENEFITS ENROLLMENT (B)**.



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STEP 2: Click **SELECT** to begin your enrollment session. All of your benefit choices appear in the **ENROLLMENT SUMMARY** section.

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STEP 3: To enroll or waive coverage. On the Enrollment Summary page, click the **EDIT** button to the right of each benefit to choose or waive coverage. You will need to do this for each benefit to complete your enrollment session.

Start with Medical. When you click **EDIT** for medical, your options will be shown, including your cost per pay period based on who you want to cover. **Select a plan** or **WAIVE** coverage.

You need to add any dependents in medical, dental, or vision coverage. Click **ADD DEPENDENTS** then enter the name and relationship of each dependent you'd like to cover. Click **SAVE**. Return to **EVENT SELECTION**. Click the **ENROLL** button to enroll each dependent in the coverage option. Click **UPDATE ELECTIONS**, then **OK** or your dependents will **NOTE** be enrolled in the coverage options or saved in the system.

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STEP 4: To select a beneficiary for BEK-Paid Voluntary Life and Voluntary AD&D coverage, click **EDIT** to the right of the benefit. **ADD BENEFICIARIES** if you'd like to add a new person. Then type the name of each individual you'd like to name as a beneficiary. Click **UPDATE ELECTIONS** to save your choices, then **OK**. Click **DISCARD CHANGES** if you want to go back and choose different beneficiaries.

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STEP 5: To finalize your benefit choices, click **SUBMIT**. Correct any errors and review any warnings then click **SUBMIT** again to finalize your coverage. Select **PRINT CONFIRMATION STATEMENT**. Please review your choices to make sure your selections were corrected recorded. You will not have an opportunity to change your benefits except during Annual Enrollment in November or when you have a qualified status change. *You will NOT receive a copy of your Confirmation Statement in the mail.*