

# On-line Enrollment Instructions

## **STEP 1: Log on**

Go to [www.CTXEBC.com](http://www.CTXEBC.com) and click on “**Online Enrollment Login.**” This will take you to your login screen. You will be prompted to enter a user name and password.

**Username:** First 6 letters of your last name, followed by the first letter of your first name, followed by the last 4 digits of your Social Security Number.

**Password:** Your password is your last name, excluding punctuation, followed by the last 4 digits of your Social Security Number.

### **Examples:**

Jane Dovebar 123-45-6789

User name: dovebaj6789      Password: dovebar6789

John Doe 987-65-4321

User name: doe4321      Password: doe4321

### **Your Login Information:**

username: \_\_\_\_\_

password: \_\_\_\_\_

(write down the new password you create)

## **STEP 2: Change Your Password**

After you log in for the first time, you will be required to **change your password** to something other than your social security number.

**Employee Usage Agreement:** You will see this screen when you log in to the system as an employee. Be sure to take time to read this section to ensure that you understand the terms of your “electronic signature” within **THEbenefitsHUB<sup>SM</sup>**. When you have reviewed and understand this information, click on **CONTINUE**.

## **STEP 3: Employee Data Entry**

**Personal Information:** Please review current information for accuracy and enter in any new or missing information. All fields listed in **BOLD** are required. *Please enter an email address if you have one - if you ever forget your password we can email it to you.*

**Dependent Information:** Please review current information for accuracy and enter in any new or missing information for each dependent. Be sure to update your dependent’s student status and/or dependent status as this affects a child’s eligibility for select products. **\*\*IMPORTANT IRS NOTICE: New mandated federal regulations require all dependent socials for any elections made for medical, dental, and/or vision.\*\***

**Enrollment in Benefits:** Once all of your personal and dependent data is entered, you will have access to enroll *online* in the benefits for which you are eligible. Each benefit plan type (e.g. medical, dental, life) will appear individually for you to select the particular plan and coverage you want.

### **Select Your Benefit Coverage:**

Click on the circle next to the appropriate plan (or next to “I waive enrollment...” at the bottom of the page if you do not want that type of coverage.)

Click on the box next to each family member to be covered, if election made.

**FORMS...One or more of your benefit plans may require a paper form to be submitted with the Insurance carrier.** If this is the case, you will be prompted to print the necessary forms after each benefit election.

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## **STEP 4: Beneficiary Information**

Add your beneficiaries on this screen for applicable products. If you would like to edit and make changes, click on the pencil next to the name of the person you would like to change. If you would like to delete a beneficiary, click on the “x” next to that individuals name.

## **STEP 5: Personal and Dependent Information Review**

***Consolidated Enrollment Form:*** Review your Personal and Dependent information. If you need to edit something from this screen, you may do so by clicking on **click here to edit** next to that item or you can edit the information after hitting the finish button. (See EMPLOYEE MENU section below)

## **STEP 6: Print Consolidated Enrollment Form & FINISH**

***Print, sign and return the consolidated enrollment form to your benefits administrator or HR department for their records. When you have completed your benefit elections, click the FINISHED button and you will be routed to the employee menu screen.***

## **STEP 7: Log Out and Close**

You will need to select **Log Out & Close** near the top left corner of the screen when you have completely finished your enrollment.

### **EMPLOYEE MENU**

Once you or your employer has entered your benefits enrollment information in the system, you will be shown the Employee Menu upon login.

The sections are as follows:

**Personal Information:** You may access and edit personal information, such as address and marital status by clicking on *Profile Information* under this icon.

**Dependent Information:** You may access and edit information regarding your dependents in this section. To add or update information on dependents, simply click on their name and modify information within the screen. This is where you can go to update missing social security number information. Please notify your benefits administrator of any major changes made to this information to ensure it doesn't affect your current benefit elections.

**Benefits Plan Information:** You may view your benefit elections in this section. You should not be able to change benefit elections unless it is an open enrollment period for your district / division. Click on the **Consolidated Enrollment Form** to see all of your currently elected benefits.

### **Navigation & Data Entry Tips....**

**It is very important to try to avoid using your web browser's "back" and "forward" arrows while in the system. Use the navigation buttons in THEbenefitsHUB<sup>SM</sup>.**