



**Eder Financial**

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powered by Milliman

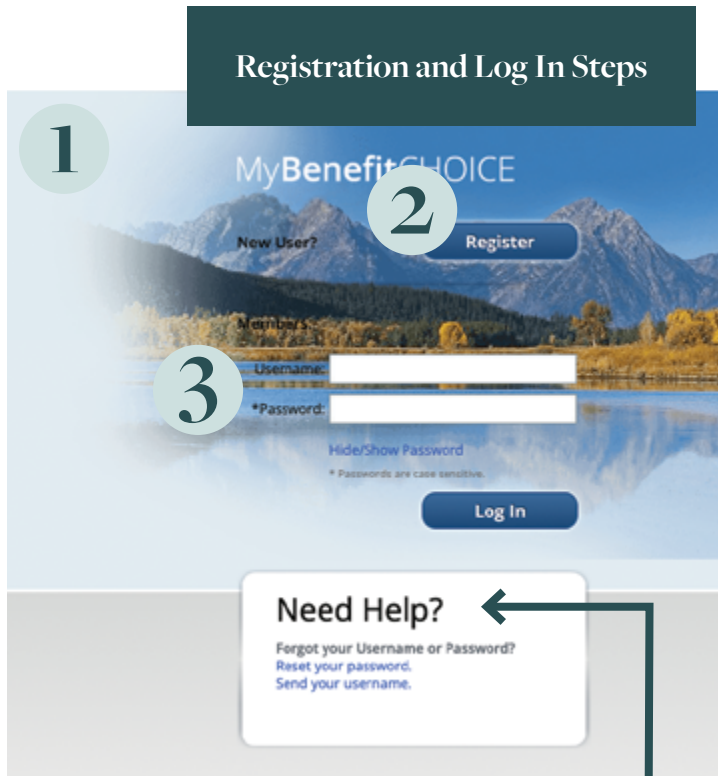
# How-To-Enroll Guide

[ederfinancial.mybenefitchoice.com](https://ederfinancial.mybenefitchoice.com)

# Your How-To-Enroll Guide

This MyBenefitCHOICE enrollment website user guide will take you step-by-step through the registration process, highlight key features and help you enroll in the Eder Health and Life Benefits programs that are best suited for you and your family.

**New hires:** You have 31 days from your date of hire to enroll in the ancillary insurance products offered by Eder Financial. If you don't enroll within this 31-day window, you will need to wait until Open Enrollment in the fall of each year to enroll.



## Registration and Log In Steps

1

2

3

### Need Help?

Forgot your Username or Password?  
Reset your password.  
Send your username.

## Additional Support

If you have questions or need help during the enrollment process, please contact the Eder Health and Life Benefits Service Center at **800-217-0067**. Representatives from our strategic partner, Milliman, are available Monday through Friday from 7 a.m. to 7 p.m. Central Time. You may also send an email to **contact.center@milliman.com**.

1

- Go to **ederfinancial.org**, select **Health and Life Benefits**, then **Member Portal**.

OR

- Log in directly to **ederfinancial.mybenefitchoice.com**.

2

### New Users

At the top left of the login page, under MyBenefitCHOICE, click the **Register** button.

- You'll need your Social Security number, date of birth and zip code.
- Create a username and password.
- Confirm your personal information, benefits and beneficiaries.

Next time you visit the website, you will enter your username and password on the login page to access your information.

3

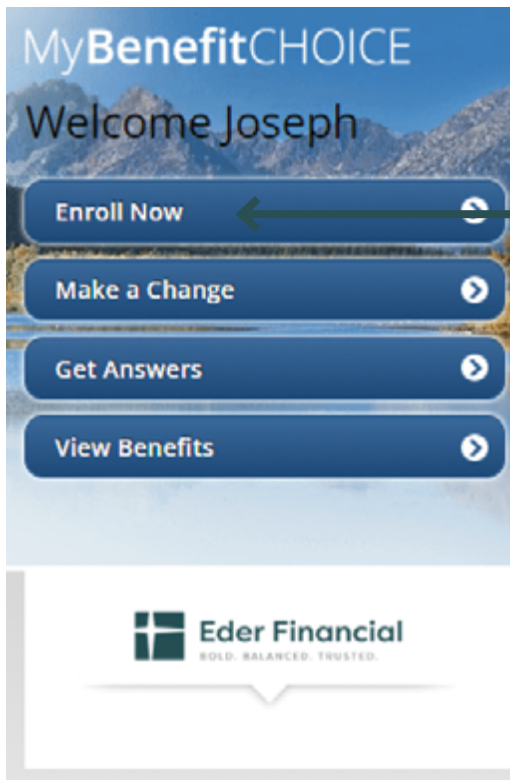
### Existing Users

Simply enter your username and password on the login page to access your information.

**If you forget your username or password after you get set up**, don't worry. Just look for the **Need Help?** box on the bottom left of the login page where you can reset your username or password.

## Verify Your Information

Please take time to make sure everything is accurate on **ederfinancial.mybenefitchoice.com**. Check your personal information, beneficiaries and benefit elections as shown in the Verify Personal Information section on page 5 of this guide.



Begin Enrollment

Select **Enroll Now** to begin your enrollment.



## HOW WOULD YOU LIKE TO ENROLL?

There are two ways to navigate through the enrollment process:

- **Step-by-Step** - If you're enrolling for the first time or making a lot of changes, you can move through the screens chronologically by clicking on "Step-by-Step." Your elections will be saved as you move through the process.
- **Pick-and-Choose** - If you have just one or two specific changes and want to navigate directly to these screens, click on "Pick-and-Choose."

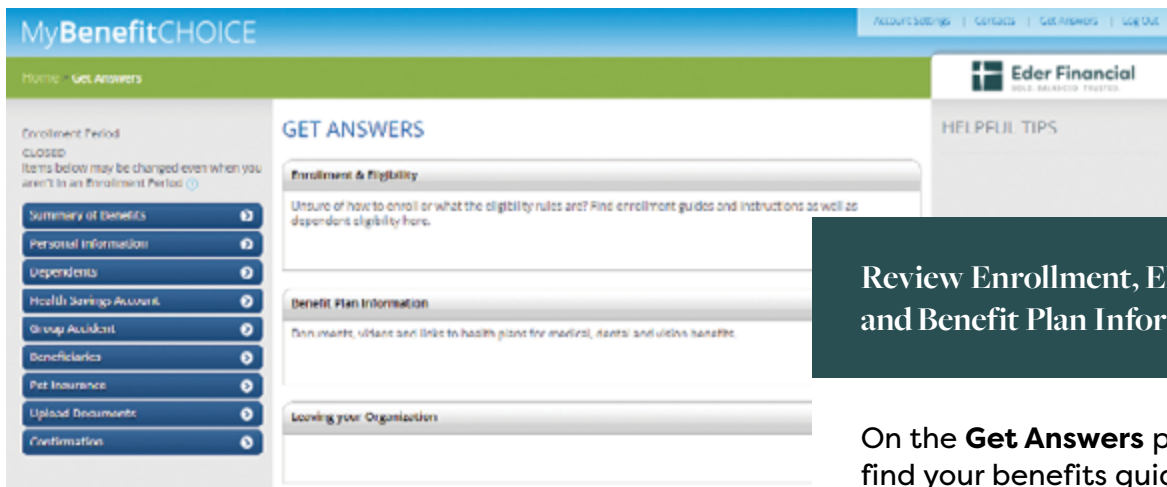
Select How You Want To Enroll



You have two ways to enroll:

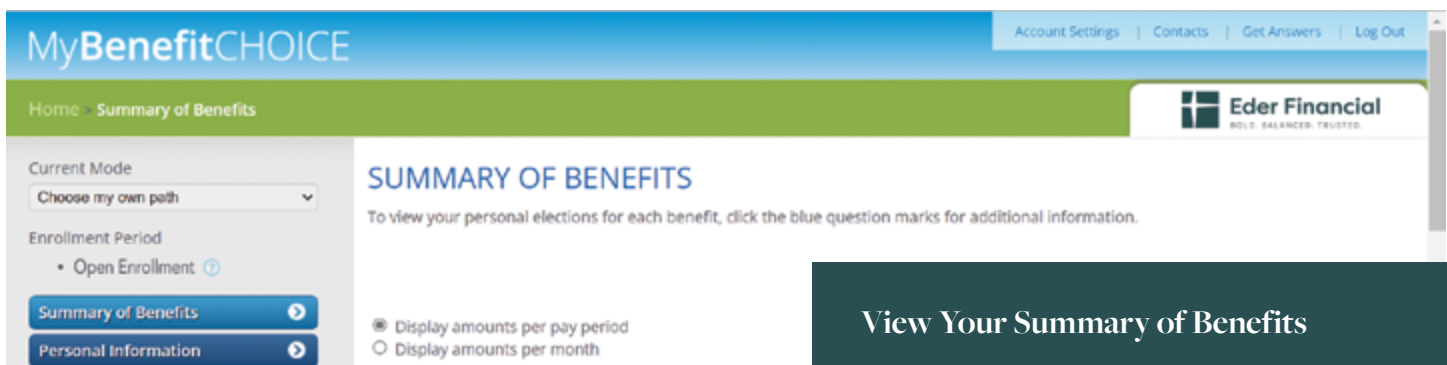
• **Step-by-Step:** The system will guide you through each of your elections. Your elections will be saved as you move through the enrollment process. We encourage you to use the step-by-step process.

• **Pick-and-Choose:** Select which benefits you want to change and navigate directly to those screens.



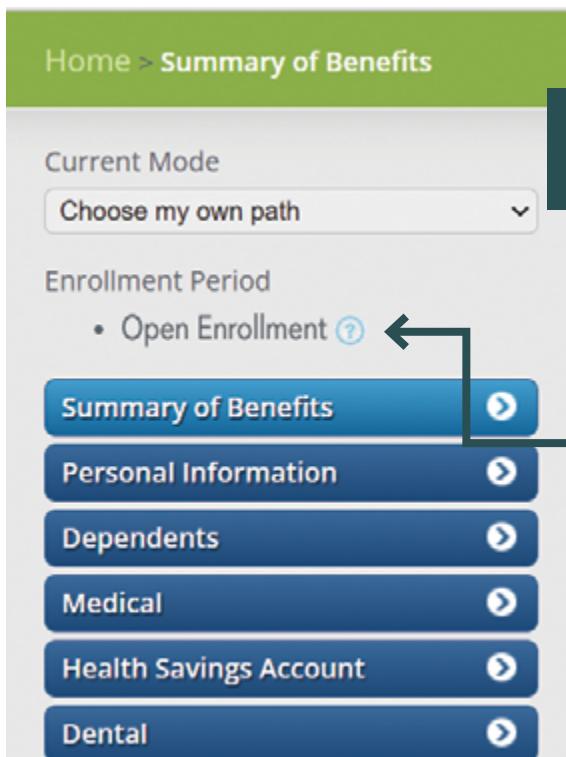
## Review Enrollment, Eligibility and Benefit Plan Information

On the **Get Answers** page, you will find your benefits guide, eligibility information, and benefit plan documents, videos and links to medical, dental, vision, life insurance and more.



## View Your Summary of Benefits

The initial summary reflects your current benefits.



## Choose and Review Your Benefits

In the **Choose my own path** mode, you can navigate from section to section quickly.

The system will save your elections at the end of each step.

Anywhere that you see a question mark, hover over it for more information.

Review the benefits for which you are eligible and make any desired enrollment updates.

## YOUR PERSONAL INFORMATION

Update your personal information. Please update any incorrect information below.  
For assistance, please contact your Eder Health and Life Benefits Service Center at 800-217-0067.

SOPHIA MIRANDA  
73 E PENNSYLVANIA AVE  
YOE, PA 173131213

Home Phone:  
Mobile Phone: (200) 111-1111

Email1: test@test.com  
Email2: NA

Medicare Number: NA

Edit

Done

### Verify Personal Information

Take time to verify your personal information, including your home address, phone number and email.

Click **Done** after verifying or updating your personal information.

## DEPENDENT INFORMATION

Below is a list of your dependents currently on file.

**IMPORTANT:** Adding a dependent record to this section does not automatically enroll your dependent for coverage. Enter each benefit section to the left (medical, dental, etc.) and re-elect your benefits to make sure all dependents are covered.

### Instructions:

- You may add a new dependent if you do not see the person's name.
- To change/edit information about a current dependent, click on the dependent's name below.
- Do not overwrite an existing dependent's information with a new dependent's information. Please add a new dependent instead.
- After you have listed all dependents to be covered for benefits, continue with your enrollment process by clicking the "Continue" or "Done" button below.

Add a Dependent

Done

### Verify Your Dependents

Verify your dependents on file and make any necessary changes.

Click **Done** after verifying or updating your dependent information.

## HELPFUL TIPS

Be sure to enroll only dependents who are eligible! Read Dependent Eligibility and Required Documentation carefully.

Covering someone who does not meet the eligibility requirements is considered fraud and can result in their coverage being terminated retroactively, your having to repay amounts previously paid, and other consequences.

Documentation (Social Security Number) may be required to prove dependent eligibility.

If a newborn does not yet have a Social Security Number, a birth certificate or adoption order is acceptable proof of eligibility.

More information can be found here:





## BENEFICIARIES

Beneficiaries receive insurance benefits upon your death. Beneficiaries can be dependents, relatives, friends, or even a trust. You may designate one beneficiary or split between two or more beneficiaries.

You have no beneficiaries on file. Select the Add a Beneficiary button to create a beneficiary and designate them for life insurance benefits.

\*All totals must equal 100%.

Add a Beneficiary

Reset

Save & Continue

### HELPFUL TIPS

- Designate your beneficiaries now! If you put it off (and end up not doing it), you risk having your insurance or retirement benefits go to an unintended person in case of your death. Taking just a minute or two now will ensure this protection goes to those you intend.
- Assign a contingent beneficiary, too, just in case. Your primary beneficiary or beneficiaries receive the proceeds of your account in the event of your death. But should your primary beneficiaries also be deceased, your contingent beneficiary would be next in line to receive the money.

### Review Beneficiaries

Review your beneficiaries for life and AD&D insurance to make sure the information is accurate and up to date.

Click **Save & Continue** after reviewing or updating your beneficiaries.



## UPLOAD SUPPORTING DOCUMENTATION

Documentation is required if you have a life event. Listed below are the requirements for written notice and supporting documentation that you must provide for various situations.

+ Birth or Verifying a newly added child dependent

+ Adoption

+ Marriage or Verifying a newly added Spouse

+ Death of Participant or Dependent

+ Gain of Medicare

+ Gain of Medicaid

Choose File No file chosen

The following file types are supported for documentation upload: .pdf, .jpg, .jpeg, .png, .bmp, .gif, .doc, .docx

Upload

### Uploaded Files

No files have been uploaded.

Please review your uploaded document to verify it is correct. Once you leave this page the document will no longer display on this page. Once the document has been verified and approved you will be contacted. If you need help uploading or have a question please contact the Eder Health and Life Benefits Service Center at 800-217-0067.

Go Back

Save & Continue

### HELPFUL TIPS

Documentation must be submitted to the Eder Health and Life Benefits Service Center to verify the event.

If you experience any difficulties uploading the documents, please call the Eder Health and Life Benefits Service Center at 800-217-0067

Participants who do not initiate family status changes within the 31 day window must wait until the next annual enrollment period to make changes.

### Upload Supporting Documentation

Documentation is required if you have a dependent that is pending or you have a life event during the year.

## CONFIRMATION STATEMENT

Name of Employee:

**Joe Participant**

555 Main St

Anywhere, IL 60007

Election as of:

11/1/2022

This statement confirms your healthcare, insurance and Flex Spending Account (FSA) coverage, contributions, covered dependents and beneficiaries. Please review your benefits to make sure they reflect your elections.

If this information does not accurately reflect your benefit choices or if you have any questions please contact the Eder Health and Life Benefits Service Center 800-217-0067 or [contact.center@milliman.com](mailto:contact.center@milliman.com).

### Action Required (Evidence of Insurability)

The request for the additional coverage will not become effective until:

- You complete an [Evidence of Insurability questionnaire](#)
- The insurance company approves your request

- **Voluntary Spouse Life** - Evidence of insurability required.

☒ Display amounts per pay period (24 periods)

☐ Display amounts per month

**Complete Your Enrollment**

The confirmation page summarizes your elections.

Review this page to make sure everything is accurate:

- **Print** or **Email** yourself a confirmation statement. You will also receive a confirmation statement mailed to your home address after the enrollment period ends.
- Click **Done** when you have completed your enrollment.

You can return to the site at any time during the enrollment period to change your elections.

**Print**

**Email**

**Done**

## Need Help?

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# Eder Financial

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1505 Dundee Ave. • Elgin, IL 60120 • [ederfinancial.org](http://ederfinancial.org)

Enrollment Website: [ederfinancial.mybenefitchoice.com](http://ederfinancial.mybenefitchoice.com)

Eder Health and Life  
Benefits Service Center: 800-217-0067  
Representatives from our strategic partner, Milliman, are available Monday through Friday from 7 a.m. to 7 p.m. Central Time.

Email Address: [contact.center@milliman.com](mailto:contact.center@milliman.com)