

ENROLLING IN BENEFITS THROUGH PLANSOURCE

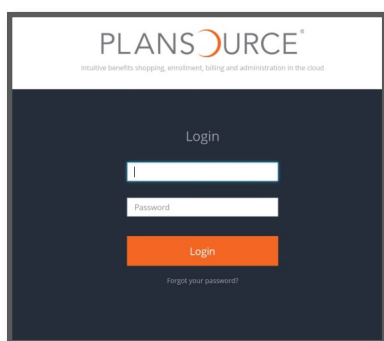
How Do I Enroll?

For 2021, you will enroll in benefits via PlanSource. Keep in mind we hosting an active enrollment, which means you must take action and login to the PlanSource system in order to have benefits coverage in the new plan year (beginning January 1, 2021).

Before you enroll, please make sure you have the following items:

- The Social Security Number of all legal dependents you wish to enroll in any coverage.
- The date of birth for all legal dependents you wish to enroll in any coverage.
- Beneficiary information for life insurance, which includes your beneficiaries' names, dates of birth, and Social Security Numbers.

To enroll in benefits, go to **benefits.plansource.com**.

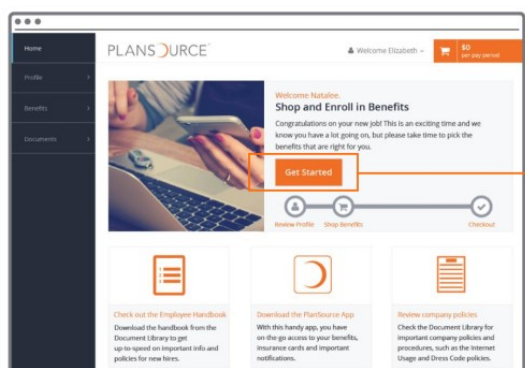


Username: Your username is the first initial of your first name, up to the first six letters of your last name and the last four digits of your SSN.

For example, if your name is Taylor Williams, and the last four digits of your SSN are 1234, your username would be twillia1234.

Password: Your initial password is your birthdate in the YYYYMMDD format.

So, if your birthdate is June 4, 1979, your password would be 19790604. The first time you log in, you will be prompted to change your password.

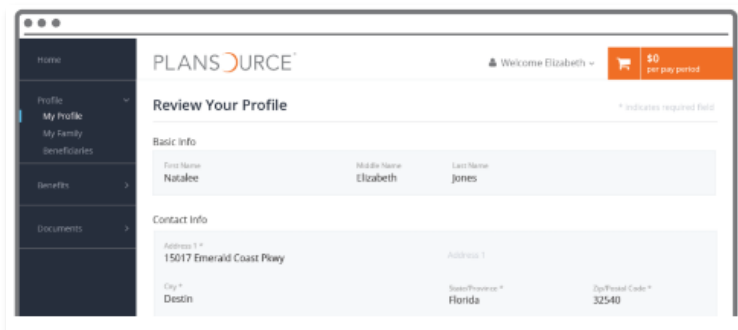


Homepage

On the Homepage, click “Get Started” to begin.

Profile

First, you'll be asked to review and update your profile and ensure all information listed about you and your family members is correct.



The County is conducting a dependent audit during open enrollment. All employees covering dependents (spouse and children) will be required to submit legal documentation for each covered dependent. This must be done in PlanSource by November 6. Failure to complete the dependent audit may result in loss of coverage to one or more of your dependents.