Group Benefits Enrollment

We are now conducting benefit enrollment online at
https://www.benefitsconnect.net/drppg

Online enrollment with Benefits Connect is simple, secure and can be done in a few minutes from any computer with internet access. After enrolling online, you will have access to your benefit information 24 hours a day, from any computer. For your security Benefits Connect is 128-bit encrypted and password protected. Follow the steps below to learn how to access the system and enroll. You must type in entire site each time you access the site, you cannot bookmark to come back to later.

What you need to get started...

During the enrollment process you will be asked to provide some basic information that you should have available.

- Your social security number
- Your dependent's social security numbers and birth dates

User Name and Password

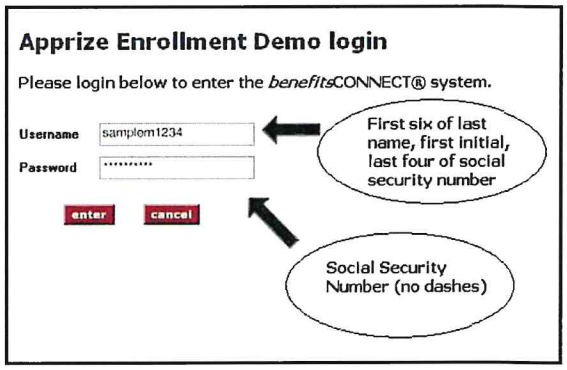
Initially your user name and password are defaulted to a standard format. Upon completing your first login you will be prompted to change your password. Let's walk through a sample login.

Your **user name** is made up of the **first six letters of your last name**, followed by your **first initial** and **the last four numbers of your social security number**. The **initial password** for the system is your **social security number** (without dashes). Note: If your last name is not six letters please use your entire last name, first initial and last four of our social security number as your username.

Example:

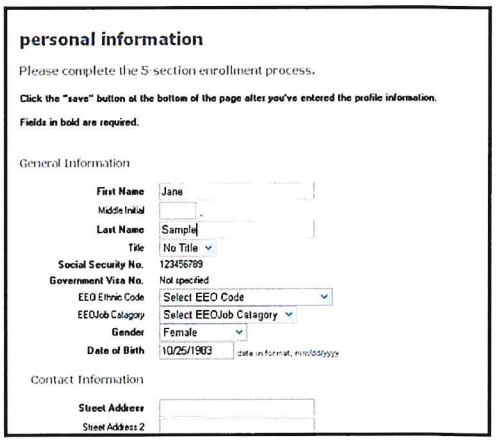
Employee Name: Matt Sample
Social Security Number: 949-12-1234

User Name: samplem1234
Password: 949121234



Entering Personal Profiles

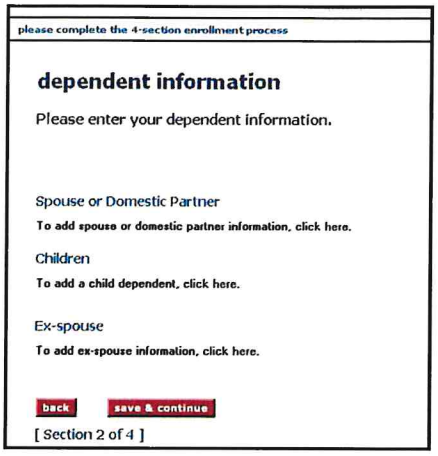
After your initial login, the system will take you to the PERSONAL INFORMATION section. Please complete all fields. **Bolded** fields are required, and must be completed. When you have completed all of the fields, click *save & continue* to proceed to the next screen.



Entering Dependent Profiles

The system will now take you to the DEPENDENT INFORMATION section:

- To enter a spouse, click the icon under Spouse, enter information, and click *Save*.
- To enter a child, click the icon under Children, enter information, and click *Save*.
- To edit a dependent, click the pencil icon next to the dependent you want to edit, make changes, and click *Save*.
- Note: You only need to add dependents that you would like to enroll for coverage. You will choose which dependents to enroll for each plan when you reach the election screens.



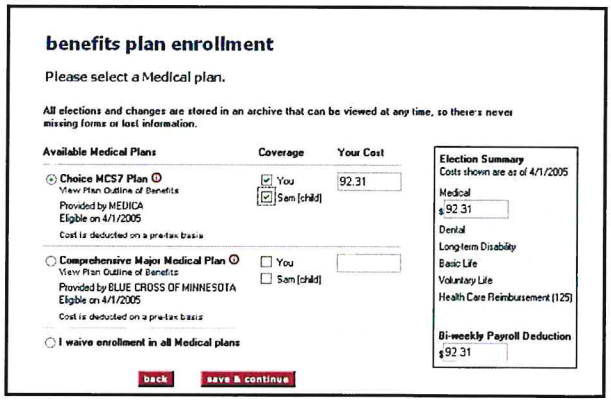
When you are finished entering dependents, click *Save & Continue*.

Making Benefit Plan Elections

Next, the system will take you to the BENEFIT PLAN ENROLLMENT Section. Each benefit and your options will be displayed one by one.

- To enroll in a plan, check next to the plan, and check any dependents you want to cover. If applicable, indicate the amount for which you would like to enroll.
- To waive coverage, check next to *I waive enrollment*.
- For information about a plan, click *View Plan Outline of Benefits*.
- For plans provided by your company at no cost to you, enrollment is already checked.

Click *Save & Continue* after each benefit selection.



Completing Your Enrollment

Once you have gone through enrollment for each plan available, the system will take you to the CONSOLIDATED ENROLLMENT FORM page. This screen will show you a summary of the information you entered and the benefit elections you made.

- **To complete the enrollment process: Please Click "Finished"**
- If you need to log off before completing enrollment, any data you entered will be saved. The next time you log on, you will be taken directly to the last saved screen.
- **Always make sure to log out upon completing any action on the system.**
- **For Online Enrollment Technical Assistance –** Please call GIS Benefits at 972-478-7770 x 9 for enrollment assistance and we will be able to assist you. Our office is open Monday through Friday from 8:00 am to 5:00 pm CST. If you are prompted to leave a message, someone will return your call within 1 business day.

For questions regarding the portal and/or portal access please contact:
Jennifer Word
(214) 748-3312
jennifer.word@gisbenefits.net