

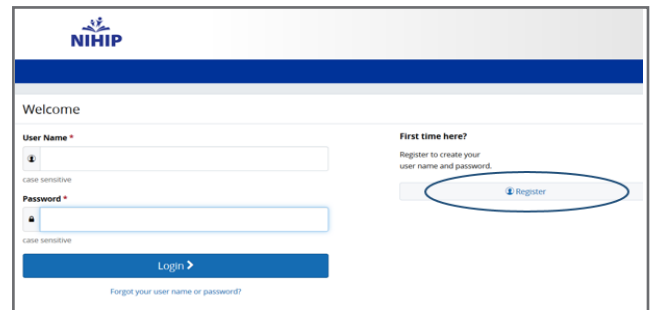
# Enrolling is easy.

Take care of your benefits in a few simple steps.

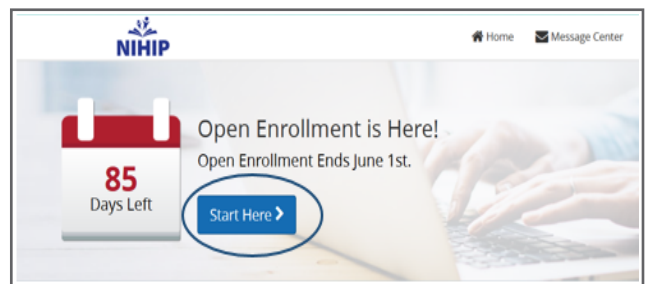


THIS FLYER PROVIDES IMPORTANT INFORMATION ABOUT MAKING YOUR BENEFIT ELECTIONS.

**1. Register.** Go to [www.benefitsolver.com](http://www.benefitsolver.com) and click on Register to set up your user name, password and security questions. **Our Company Key is NIHIP** (note: it's case sensitive). If you logged in last year and remember your user name and password, enter the information in and click login. If you elected benefits last year, but don't remember your user name and password, click on "Forgot Your Password?" and enter your social security number, company key (NIHIP) and your date of birth. Click continue. If you have never logged in before, please click "Register" to set up your user name, password, and security questions. Once on the home page, you can learn more about your benefit options.



**2. Begin Enrollment.** Click "Start Here" and follow the instructions to enroll in your benefits or decline coverage.



## Enroll May 25th – June 5th

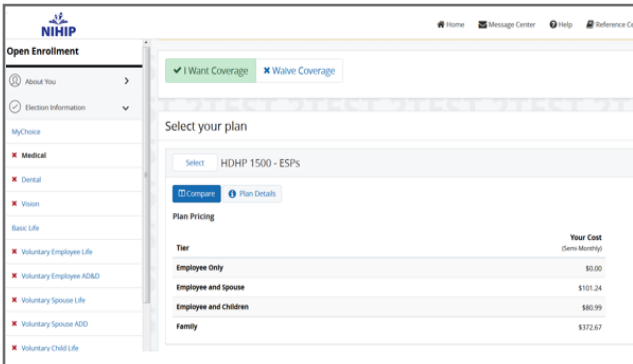
Your benefit elections must be made during open enrollment and will continue to be in place from September 1 to August 31, unless you have a qualifying event. If you miss the deadline, you'll have to wait until the next open enrollment period to enroll.

### Questions?

Contact: Cinde Klunder

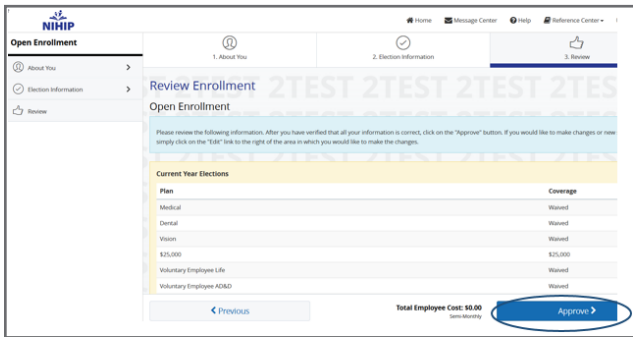
(847) 990-4227, [klunderc@hawthorn73.org](mailto:klunderc@hawthorn73.org)

### 3. Make elections.

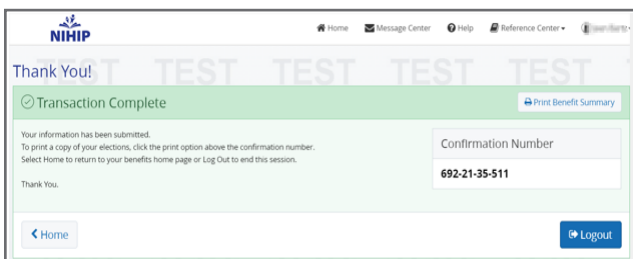


### 4. Review your elections.

Your enrollment isn't complete until you confirm your benefit elections.



### 5. Your benefit elections are not final until you receive a confirmation number.



## Qualified Life Events Keep current.

The benefit elections you make will remain in effect until August 31st, unless you're affected by a qualifying event. Those include:

- Marriage or Civil Union
- A change in employment status (for you or your spouse)
- Birth or placement for adoption of a child
- Divorce or legal separation

If you experience any of these qualified events, you must contact **Cinde Klunder** to make the change. You are required to make the change within 31 days after the event occurs. **If you miss the window for making a change, you will need to wait until the next open enrollment period to make a change.**

### Questions?

Contact: Cinde Klunder

(847) 990-4227, klunderc@hawthorn73.org