

# Enrolling is easy.

Take care of your benefits in a few simple steps.

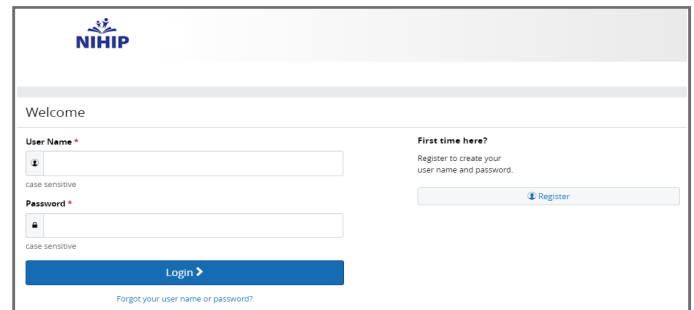


THIS FLIER PROVIDES IMPORTANT INFORMATION ABOUT MAKING YOUR BENEFIT ELECTIONS.

**1. Log in to Benefitsolver.** Go to [www.benefitsolver.com](http://www.benefitsolver.com).

If you have logged in before, enter your user name and password and click "Login". If you have forgotten your user name or password, click on "Forgot your user name or password?" and enter your social security number, your date of birth and company key **NIHIP** (note: it's case sensitive). Then click continue.

If this is your first time logging into Benefitsolver, click "Register" to set up your user name, password, and security questions. Our company key is **NIHIP**.



The screenshot shows the Benefitsolver login interface. At the top is the NIHIP logo. Below it is a "Welcome" section. There are two main input areas: "User Name" and "Password", both with "case sensitive" labels below them. To the right of the "User Name" field is a "First time here?" section with a "Register" button. Below the "Password" field is a "Login" button. At the bottom, there is a link for "Forgot your user name or password?".

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



The banner features a calendar icon showing "63 Days Left" and a "Start Here" button. The text reads: "2019 Hawthorn Open Enrollment is Here! 2019 Hawthorn Open Enrollment Ends May 31st." At the bottom, there is a navigation bar with links for Home, Act Now, Important Contact Information, FAQs, and Forms.

## Enroll May 13th – May 31st

Your benefit elections must be made during open enrollment and will be in place from September 1, 2019 to August 31, 2020 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: Deirdre Koehler  
(847) 990-4227, [koehlerd@hawthorn73.org](mailto:koehlerd@hawthorn73.org)

### 3. Make elections.

NIHIP Open Enrollment

Home Message Center Help Reference Center

Open Enrollment

1. About You

2. Election Information

3. Review

MyChoice

Medical

Dental

Vision

Basic Life

Voluntary Employee Life

Voluntary Employee AD&D

Voluntary Spouse Life

Voluntary Spouse AD

Voluntary Child Life

Select your plan

Select HDHP 1500 - ESPS

Compare Plan Details

Plan Pricing

Tier	Your Cost (Per Month)
Employee Only	\$0.00
Employee and Spouse	\$101.24
Employee and Children	\$80.99
Family	\$372.67

### 4. Review your elections.

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

NIHIP Open Enrollment

Home Message Center Help Reference Center

Open Enrollment

1. About You

2. Election Information

3. Review

Review Enrollment

Open Enrollment

Please review the following information. After you have verified that all your information is correct, click on the "Approve" button. If you would like to make changes or new, simply click on the "Edit" link to the right of the area in which you would like to make the changes.

Plan	Coverage
Medical	Waived
Dental	Waived
Vision	Waived
\$25,000	\$25,000
Voluntary Employee Life	Waived
Voluntary Employee AD&D	Waived

Total Employee Cost: \$0.00 (Semi-Monthly)

Previous Approve

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

Confirmation

By selecting "I Agree" you have confirmed your benefit elections for the September 1, 2019 to August 31, 2020 plan year and your request will be submitted for approval. By selecting "I Disagree" your elections will not be saved nor submitted for approval. You will need to start over upon returning to the home page and select the Open Enrollment button.

\*Total employee cost represents the total approved cost of benefits included on the summary. Other benefits not displayed are not included.

The information submitted may be subject to further review and/or approval. The deduction amounts are based on rates and calculations stored in the Benefitsolver system at the time of elections. To verify actual elections and/or deduction amounts, please contact your benefits administrator.

I Disagree Total Employee Cost: \$-52.86 (Semi-Monthly) I Agree

NIHIP Thank You!

Transaction Complete

Your information has been submitted.

To print a copy of your elections, click the print option above the confirmation number. Select Home to return to your benefits home page or Log Out to end this session.

Confirmation Number: 692-21-35-511

Home Logout

## Qualified Life Events Keep current.

The benefit elections you make will remain in effect until August 31, 2020 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 qualifying events, you must contact **Deirdre Koehler** to make the change. You are required to make the change within 30 days after the event occurs.

## Questions?

Contact: Deirdre Koehler  
(847) 990-4227, koehlerd@hawthorn73.org