

Ritenour Mercer EasyEnroll Instructions

Read First

- ✓ Use the right-hand navigation menu and the “Continue” buttons rather than your computer browser’s “Back” button to navigate the BeneDetails website.
- ✓ Avoid interruptions. After 15 minutes of inactivity, the system “tunes out,” which means you’ll have to start over at the beginning.
- ✓ You may also add or remove dependents using Mercer EasyEnroll.
- ✓ If you experience any difficulties during the enrollment process or need help, please contact The CSD Insurance Trust Help Center at **1-866-783-9384**.



Four Simple Steps to Enroll

1 PREPARE

Complete the Enrollment Worksheet at the end of this packet.

2 LOG IN

Go to www.benedetails.com and log in to Mercer

EasyEnroll. You'll need: **Portal ID: 96573**
Employee ID: 6-digit number that appears on the top middle portion of your paycheck stub.

PIN: Last 4 digits of your Social Security number.

3 CHOOSE

Make your benefit elections or changes online. Click “**Select Benefits**” to begin the actual enrollment process. Allow 15-20 minutes to enroll or make changes.

4 CONFIRM

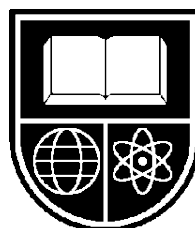
Once you've made your choices, click the “Continue” button on the preconfirmation page to receive a Confirmation Number.

- ▶ **IMPORTANT: Your elections won't be recorded and saved until you complete this step.**

Don't forget to write down your Confirmation Number on the Enrollment Worksheet (see back) to keep for your records. You can also print a Benefit Elections Statement from this screen.

Need to Make Changes?

After you enroll, you can only change your benefits when you experience a “Qualified Life Event,” such as a marriage, divorce, birth, adoption, or a change in your or your spouse’s employment status that affects benefits eligibility.



Ritenour
School District
Educational Excellence Since 1867

Ritenour Online Enrollment Worksheet

This worksheet can help you prepare so your automated benefits enrollment is easier. Please fill in the information below and have this handy when you log in to Mercer EasyEnroll and are ready to begin the enrollment process.

Employee Identification Information

Enrollment Confirmation Number: _____

Portal ID: 96573	Employee Social Security Number: _____
Username / Password is created for you after you log-in to _____	
Mercer Easy Enroll	User name: _____
	Password: _____

Dependent Information

Name(s)	Relationship	Social Security Number(s)	Date(s) of Birth <small>(mm/dd/yyyy)</small>

Beneficiary Information

Name(s)	Relationship	Phone	Beneficiary Type	% (must total 100%)
			<input type="checkbox"/> Primary <input type="checkbox"/> Contingent	
			<input type="checkbox"/> Primary <input type="checkbox"/> Contingent	

You may choose to decline the pre-tax option for health, dental and vision benefits. Review your personalized Benefit Elections Statement and refer to the information in the "View Benefits" section. Then decide what coverage you intend to elect and mark your selections below.

<p>Medical Health Plan <input type="checkbox"/> Decline/Waive</p> <p>Premium Plan \$1,000 Corridor <input type="checkbox"/> Employee Only* <input type="checkbox"/> Employee + Spouse <input type="checkbox"/> Employee + Child(ren) <input type="checkbox"/> Employee + Family</p> <p style="padding-left: 20px;"><input type="checkbox"/> Employee Only + KIDZ Plan (1 child) <input type="checkbox"/> Employee + Spouse + KIDZ Plan (1 child)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Employee Only + KIDZ Plan (2/more children) <input type="checkbox"/> Employee + Spouse + KIDZ Plan (2/more children)</p> <p>Premium Plan \$2,000 Corridor <input type="checkbox"/> Employee Only <input type="checkbox"/> Employee + Spouse <input type="checkbox"/> Employee + Child(ren) <input type="checkbox"/> Employee + Family</p> <p style="padding-left: 20px;"><input type="checkbox"/> Employee Only + KIDZ Plan (1 child) <input type="checkbox"/> Employee + Spouse + KIDZ Plan (1 child)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Employee Only + KIDZ Plan (2/more children) <input type="checkbox"/> Employee + Spouse + KIDZ Plan (2/more children)</p> <p>HSA Plan <input type="checkbox"/> Employee Only <input type="checkbox"/> Employee + Spouse <input type="checkbox"/> Employee + Child(ren) <input type="checkbox"/> Employee + Family</p> <p style="padding-left: 20px;"><input type="checkbox"/> Employee Only + KIDZ Plan (1 child) <input type="checkbox"/> Employee + Spouse + KIDZ Plan (1 child)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Employee Only + KIDZ Plan (2/more children) <input type="checkbox"/> Employee + Spouse + KIDZ Plan (2/more children)</p> <p>Dental Plan <input type="checkbox"/> Decline/Waive</p> <p>Delta Dental PPO Plan <input type="checkbox"/> Employee Only* <input type="checkbox"/> Employee + Spouse <input type="checkbox"/> Employee + Child(ren) <input type="checkbox"/> Employee + Family</p> <p>Vision Plan <input type="checkbox"/> Decline/Waive</p> <p>VSP <input type="checkbox"/> Employee Only* <input type="checkbox"/> Employee + 1 Dependent <input type="checkbox"/> Employee + Family</p> <p>Basic Life / AD&D Insurance <input type="checkbox"/> Decline/Waive</p> <p><input type="checkbox"/> Basic Life Only*</p> <p><input type="checkbox"/> Voluntary Life with AD&D – Choose from 1,2,3,4 or 5 times your annual salary</p> <p>Employee: \$ _____ x 1,2,3,4 or 5= _____</p> <p style="padding-left: 40px;"><small>Annual Salary</small> <small>Rounded to the next higher \$1,000</small></p> <p>Flex Plan: Contribute up to \$5,000 for Dependent Care Reimbursement; Up to \$2,500 for Health Care Reimbursement</p> <p>*Employee Only premium completely paid by Ritenour School District</p>	<p style="text-align: center;">Coverage note for those enrolling children in Medical Plans</p> <p>The premium cost for the Premium Plans and HSA Plan is the same no matter how many eligible dependent children you are enrolling. The KIDZ Plan is another plan option for families enrolling one child. If enrolling in the KIDZ plan, please select "Employee Only" or "Employee + Spouse" coverage when enrolling in the Premium or HSA Plan. Please see summary plan for details.</p>
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