



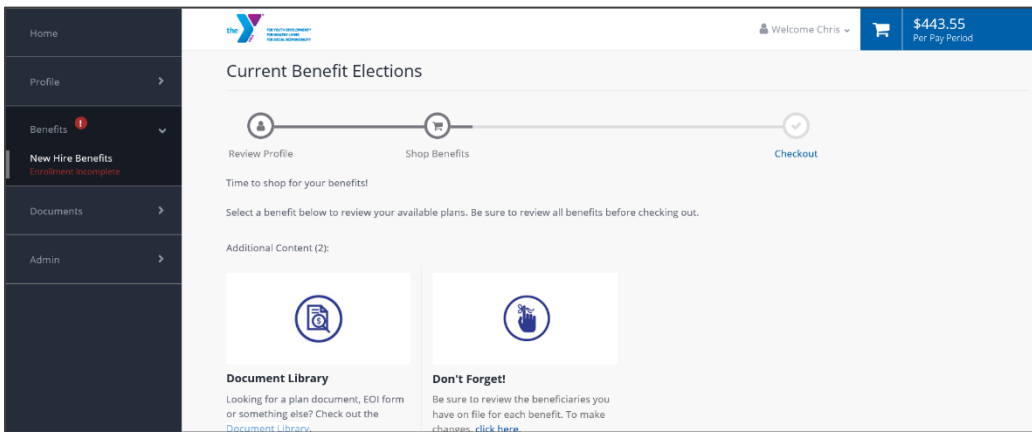
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PlanSource Login and Enrollment Instructions

Login to PlanSource at <https://benefits.plansource.com>

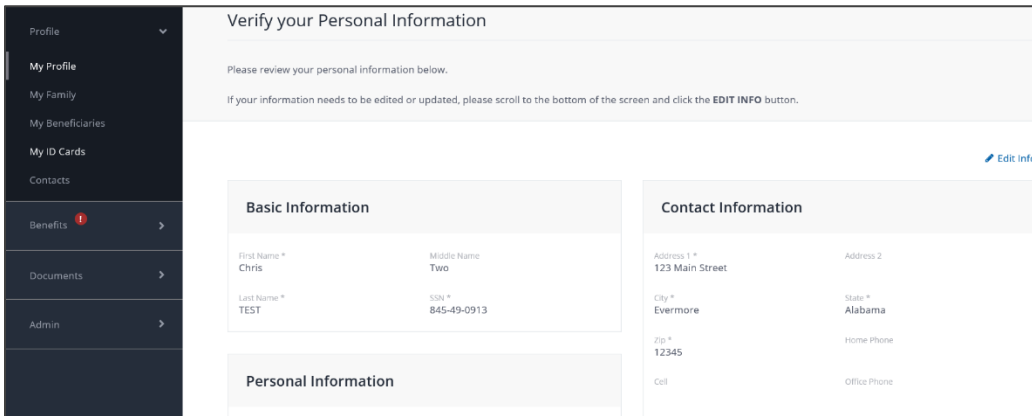
- Your username will be the first initial of your first name, the first 6 characters of your last name, and the last 4 digits of your SSN.
 - For Example: Taylor Williams, XXX-XX-1234 would be twillia1234
- Your default password will be set to your date of birth in the YYYYMMDD format.

Complete the following steps to elect the desired coverage for you and your family.



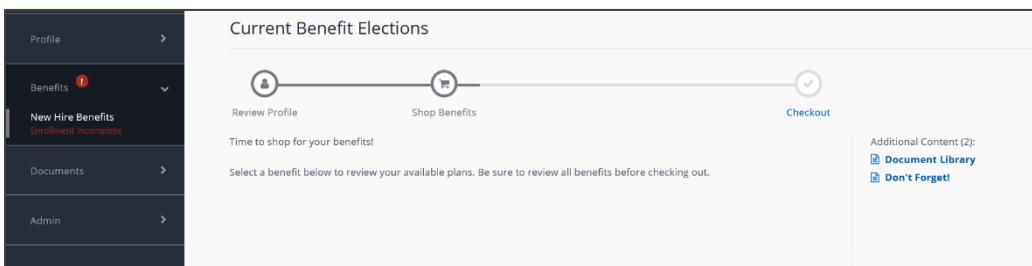
Launch Enrollment

On the homepage, click "Get Started" to begin your enrollment.



Profile

First, you'll be asked to review and update your profile and ensure that all information is correct. You will also be asked to review your dependent information.



Shop for Benefits

All of the benefits available for you to enroll in will be listed on this page. Click each benefit plan to review and make your elections.



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Plan Details

The plan detail page will give you information about each plan.

Select a Plan

Click "Edit Family Covered" and select the card for each family member you would like to cover. Then "Update Cart"

Shopping Cart

The cart displays a running total of your combined benefits cost. You will need to select or decline each benefit.

Checkout

To finalize your choices, click "Review and checkout". You **MUST** complete checkout and submit in order to enroll.