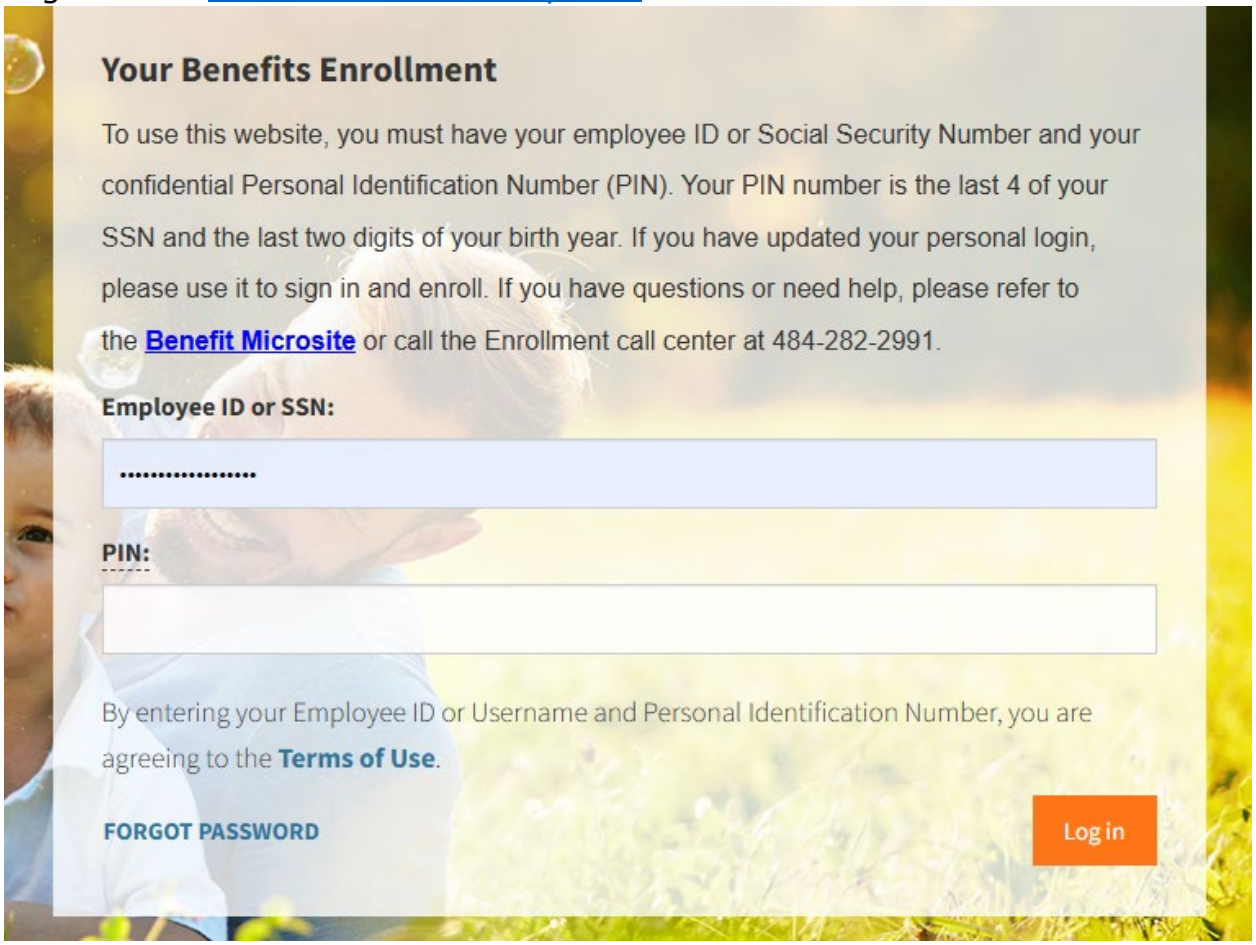
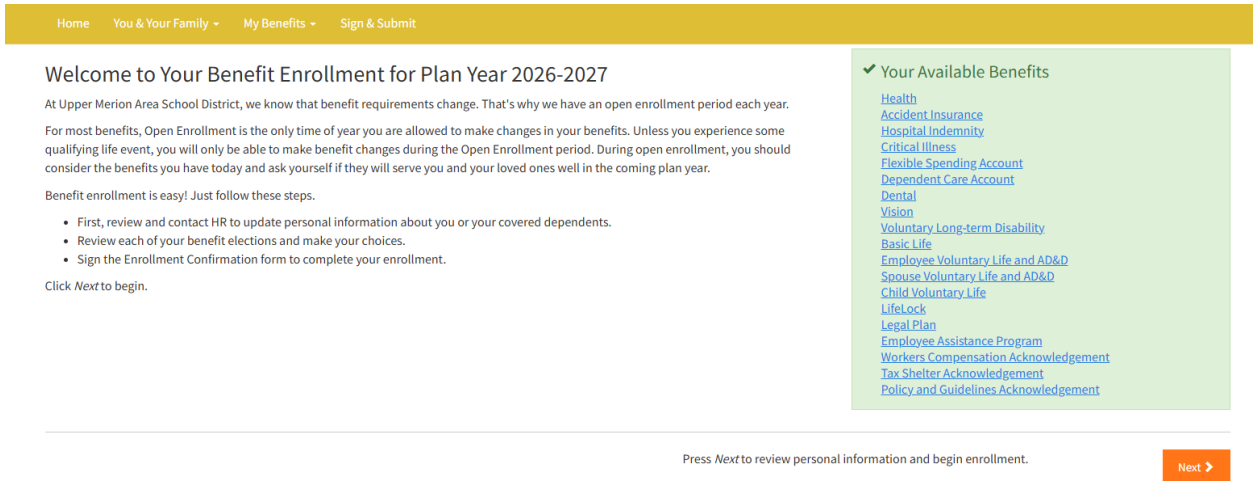
1. Log into the Beacon Enrollment System



2. Use your Social Security Number (no dashes) as your Employee ID or SSN
3. Your password is the last four digits of your Social Security Number followed by the last two digits of your birth year.

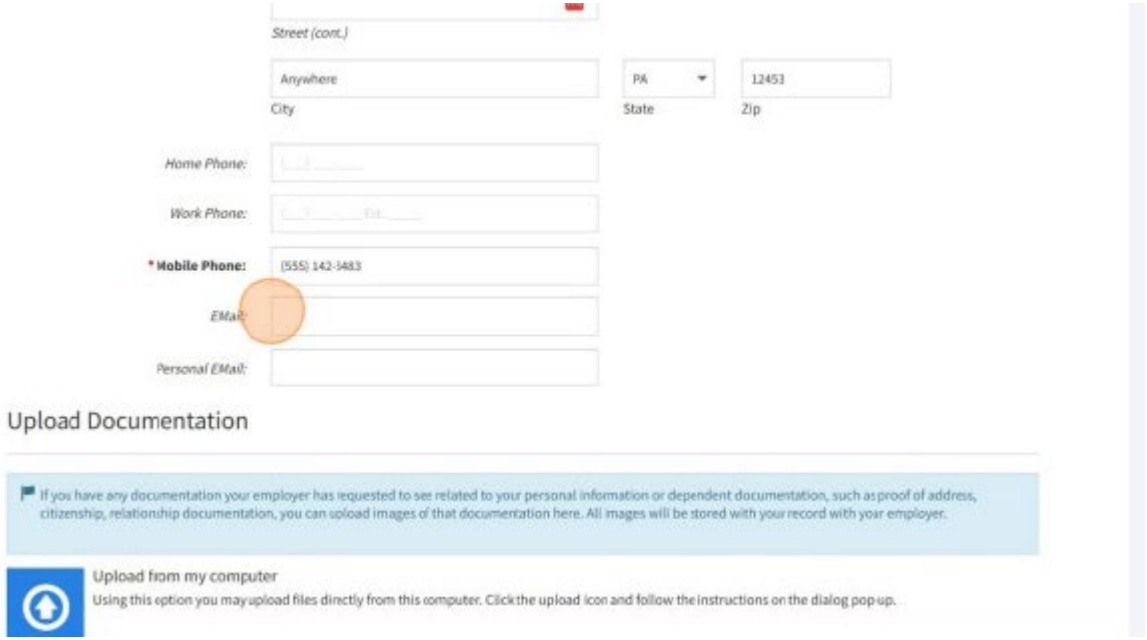
4. The first screen you will see is below:



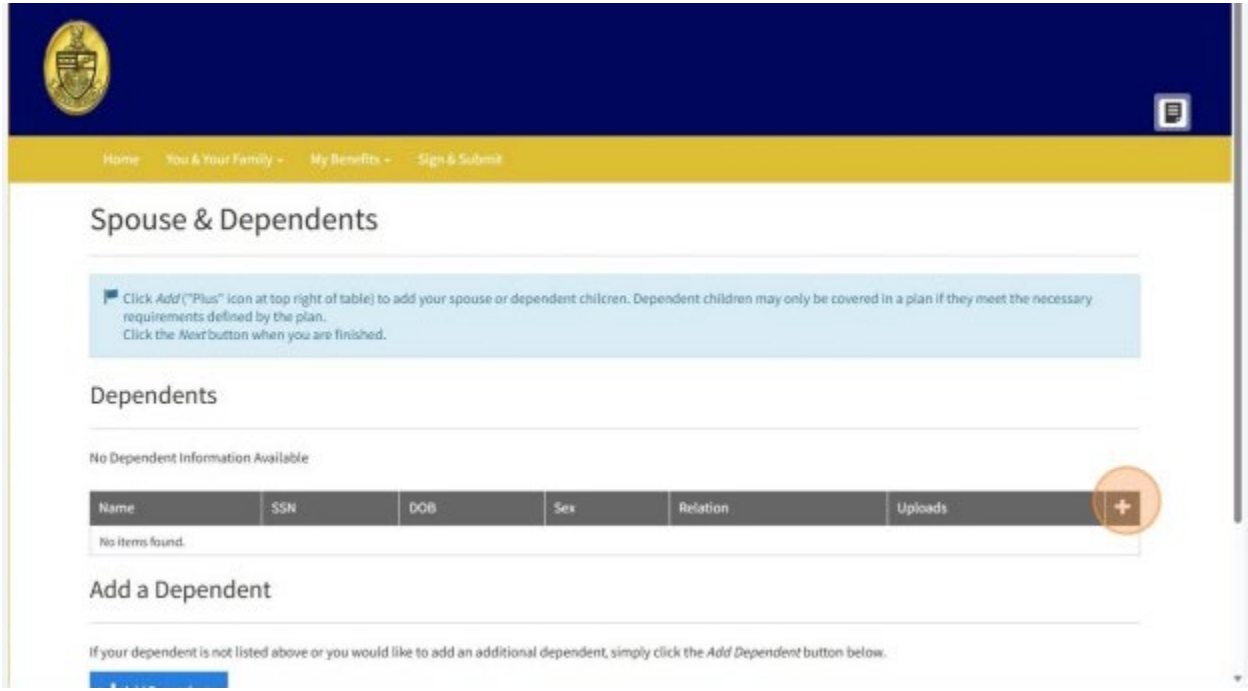
5. Once reviewed please use the next button on the bottom right-hand side.

   The Next or back keys on the bottom of the back will allow you to navigate between all of the screens.

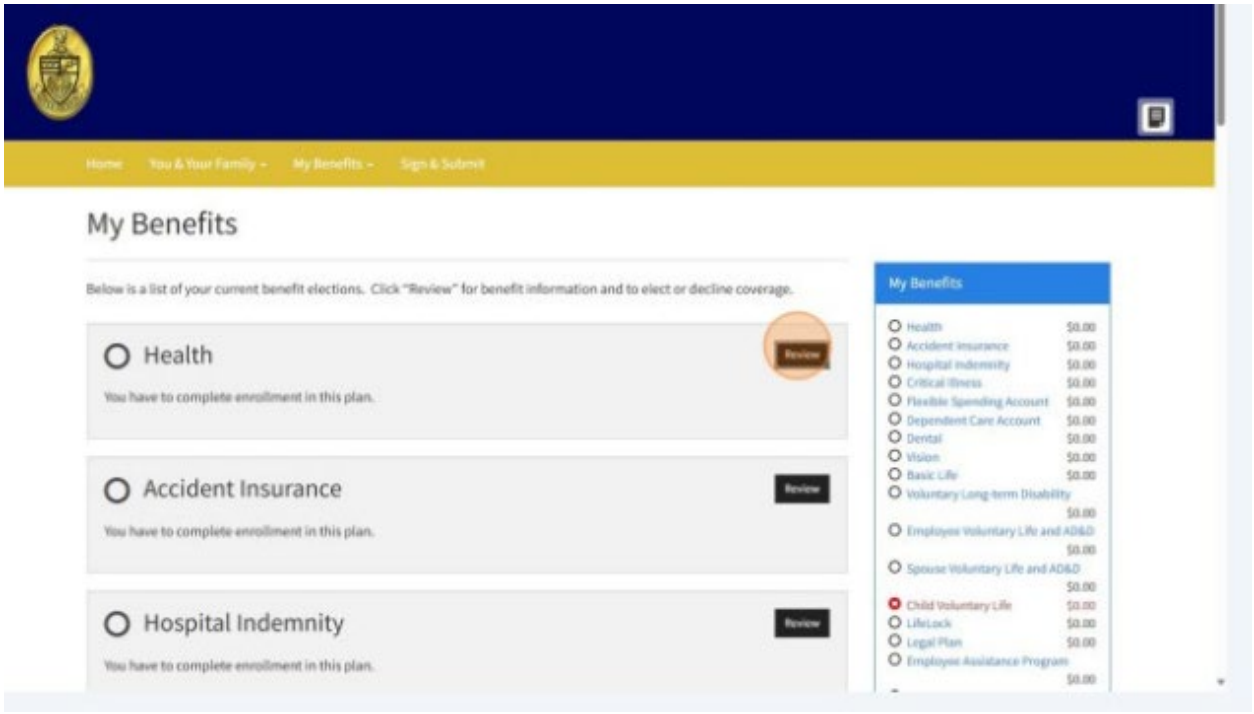
6. Review your personal information for accuracy. If there are any changes that need to be corrected, contact the Employee Benefits Manager.



7. Make sure you have the correct birthdate, Social Security Number and spelling for each dependent that will be on any of your benefits or act as a beneficiary. Add these dependents using the plus key highlighted below. Hit save after each entry.

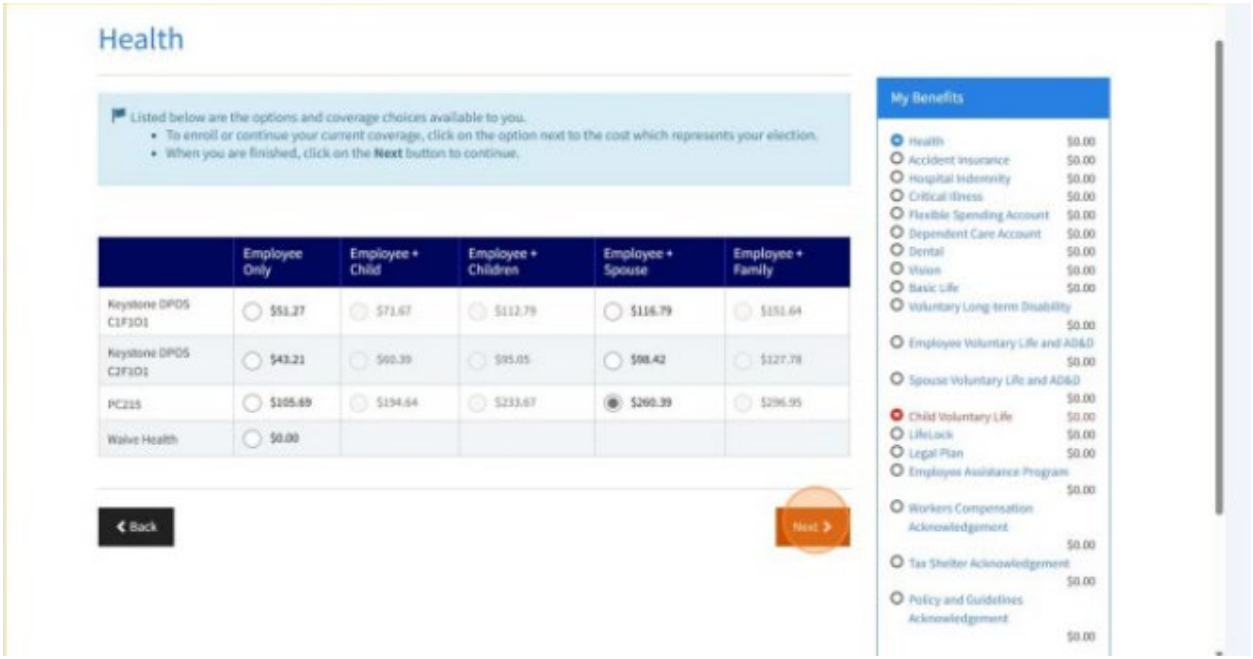


8. You are now going to go thru each benefit to elect or decline coverage. Click Review to start enrolling in Benefits.

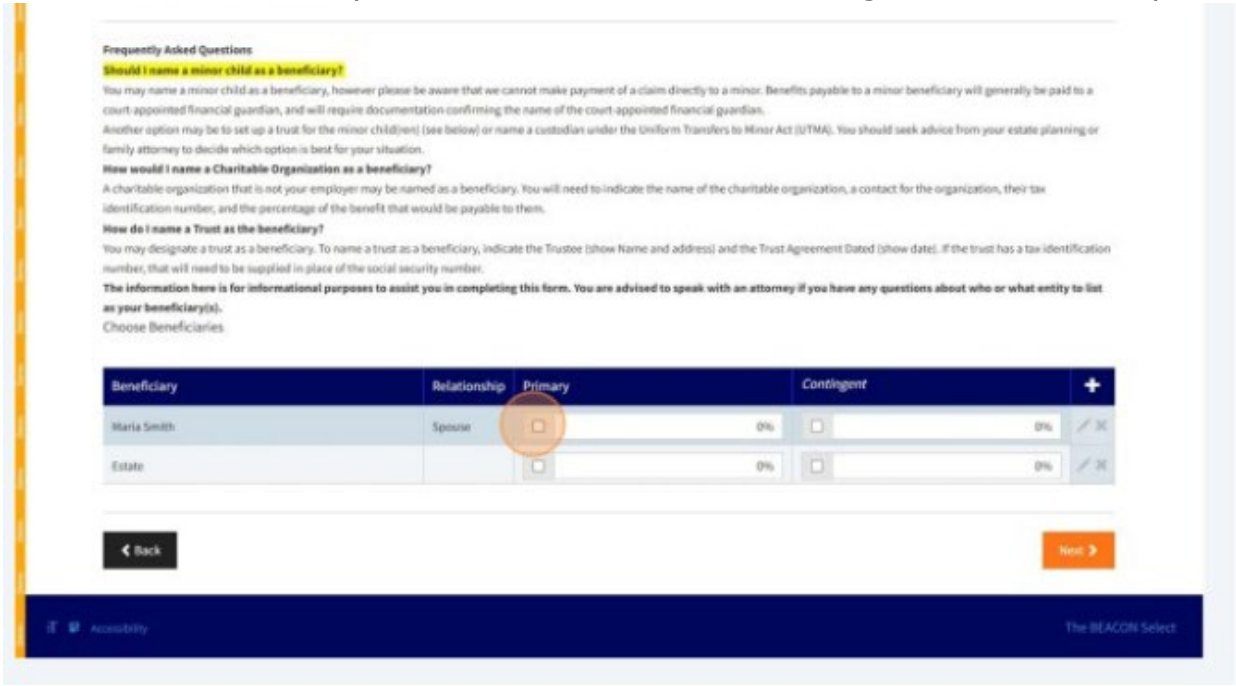


9. The first screen will provide you with Benefit information that can be reviewed to ensure you are picking the correct plan for you and your family.

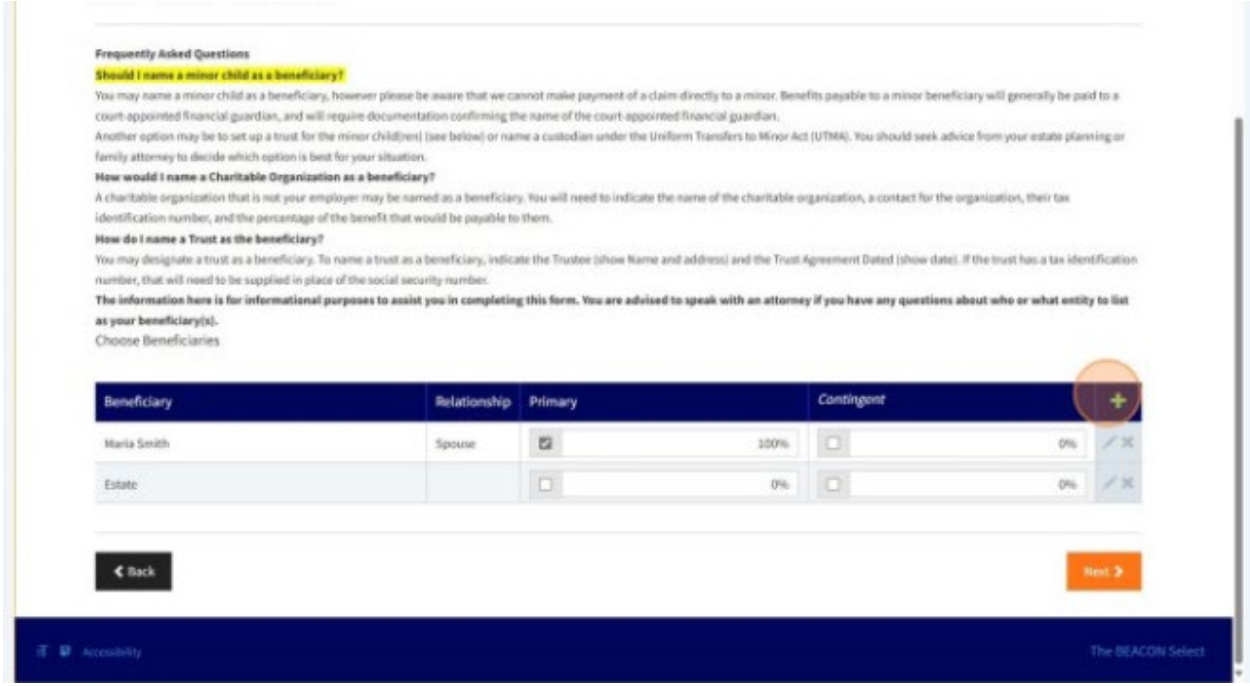
10. Next you will make your enrollment choice. Remember if you are not interested in this benefit, hit the decline or waive button.



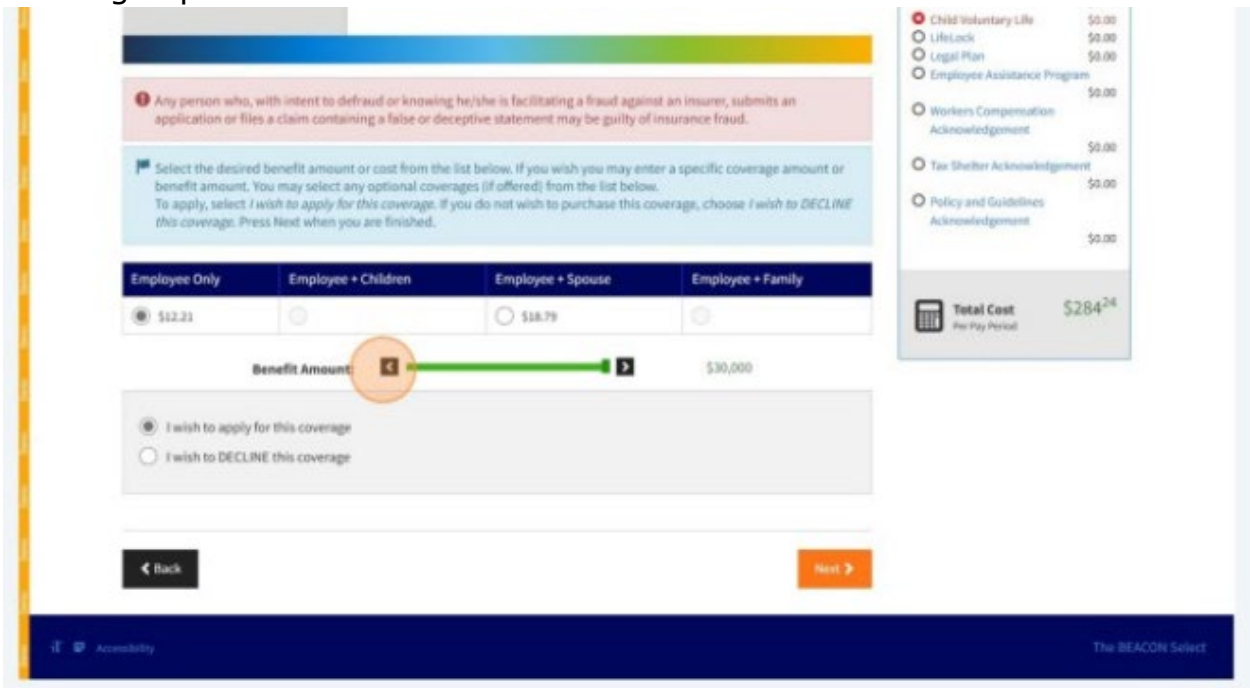
11. Some Plans require beneficiaries, add and assign based on the options that are shown:



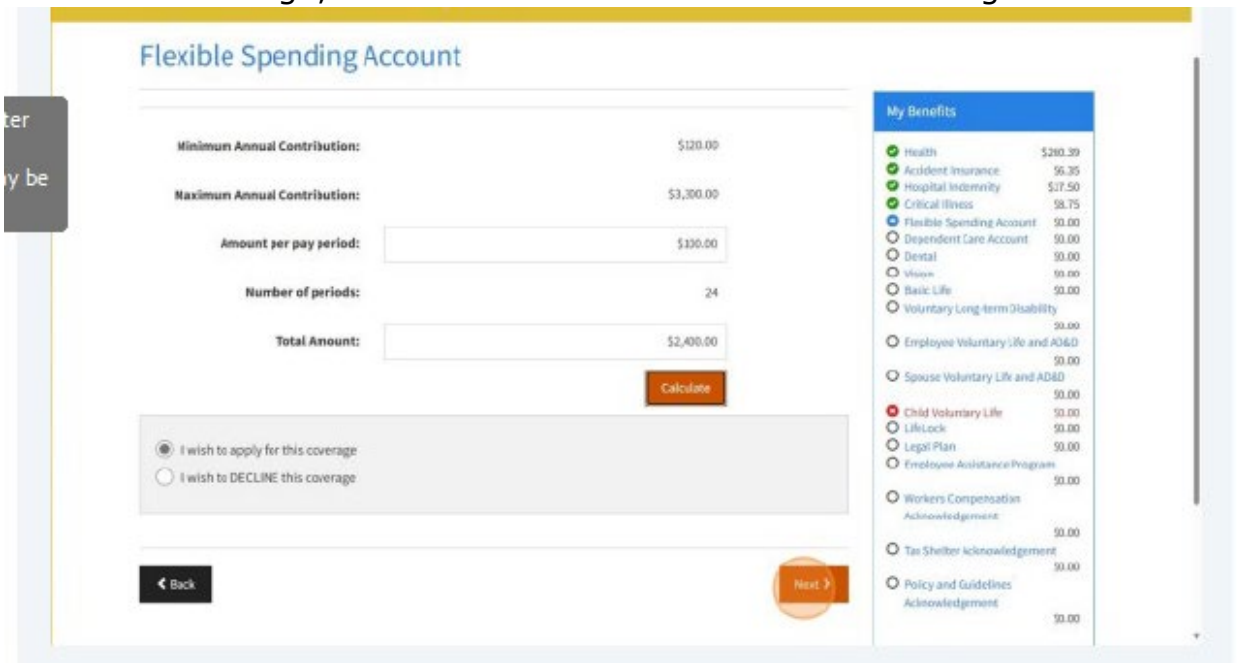
12. Click “Add more Beneficiaries” if you want to add someone not listed and then save if there are any additions.



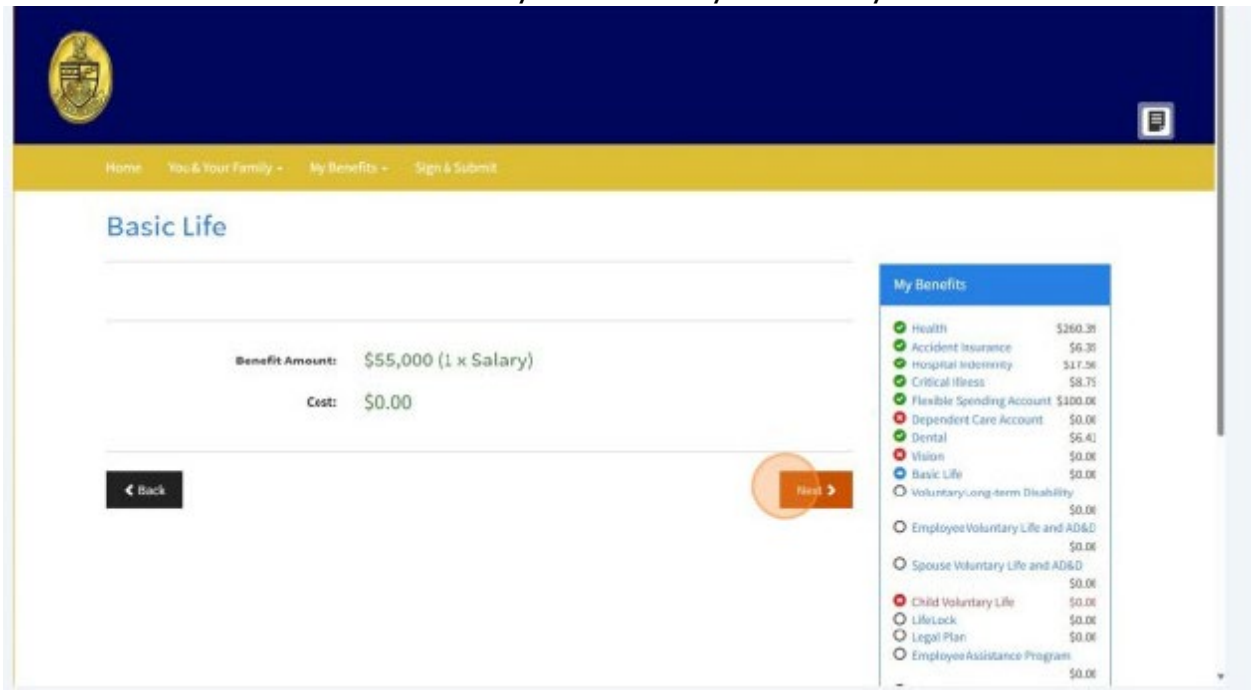
13. Some benefits will have a slide bar which allows you to choose a different amount. Once you find the amount of the benefit that you desire, click next to apply that amount or the decline coverage option.



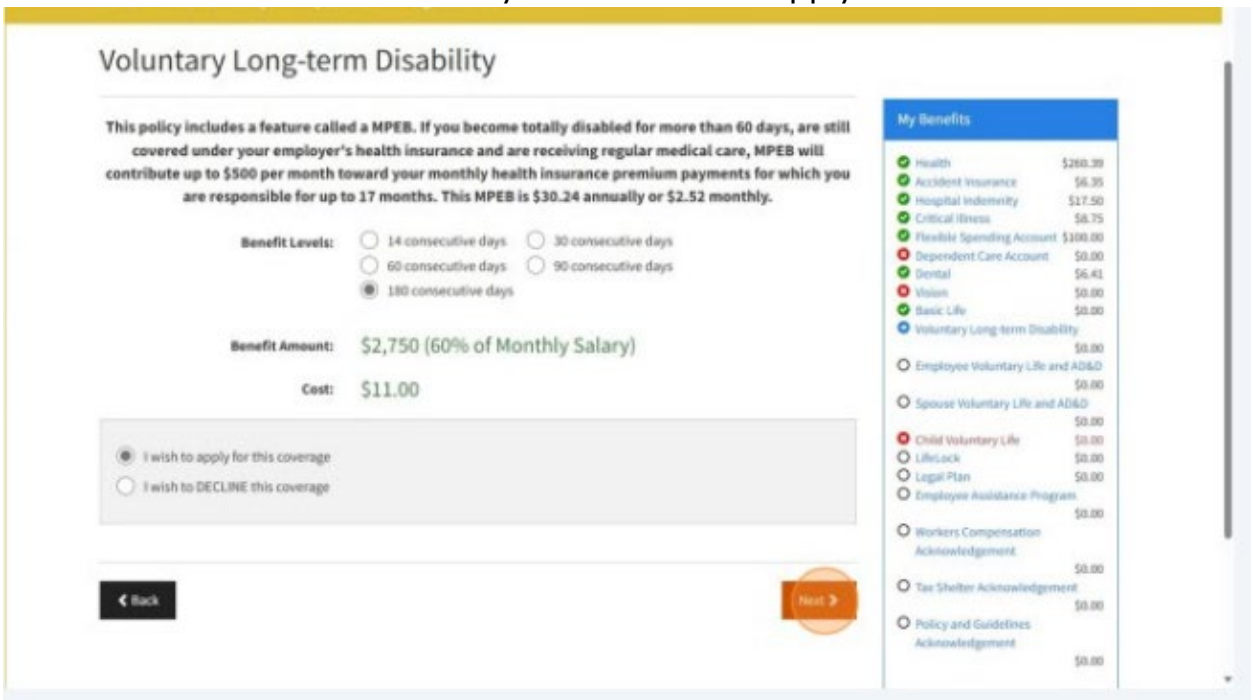
14. When enrolling in the Flexible Spending or Dependent Care account you can enter your benefit amount as a per pay amount or as an annual amount. Click calculate after you enter the amount or to decline coverage, click the "I wish to DECLINE this coverage" and next when you are done.



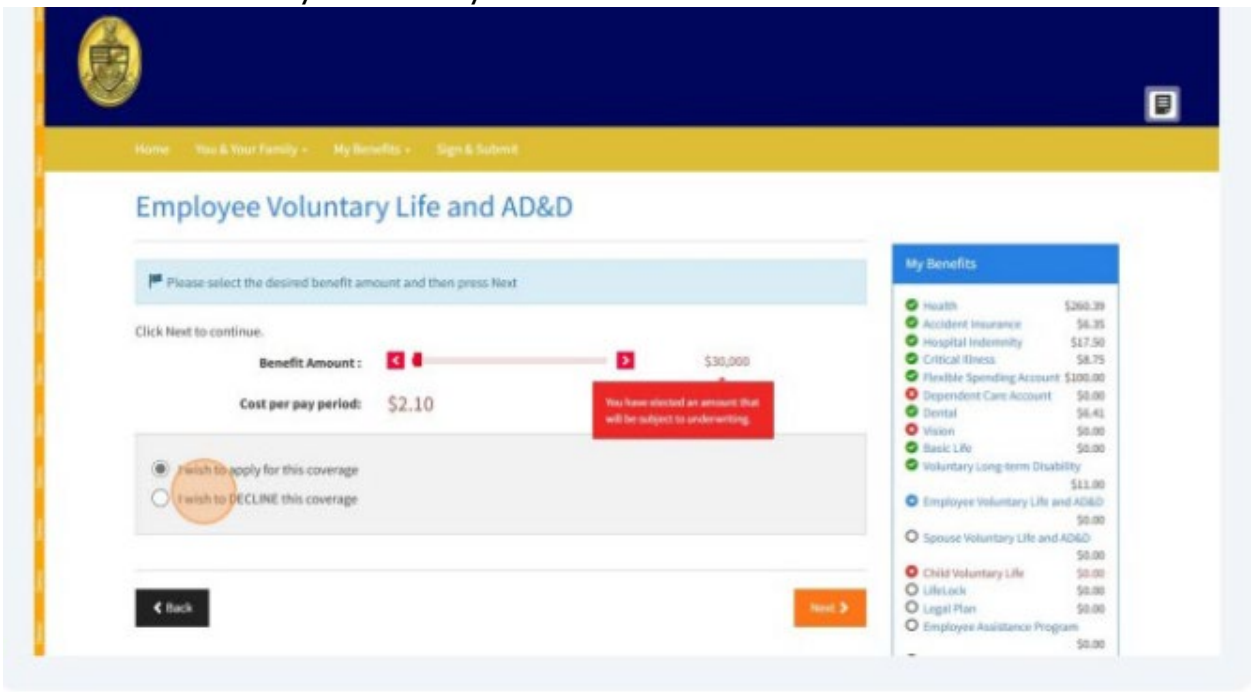
15. Some benefits are FYI only and show you what your benefits is. NO action is needed.



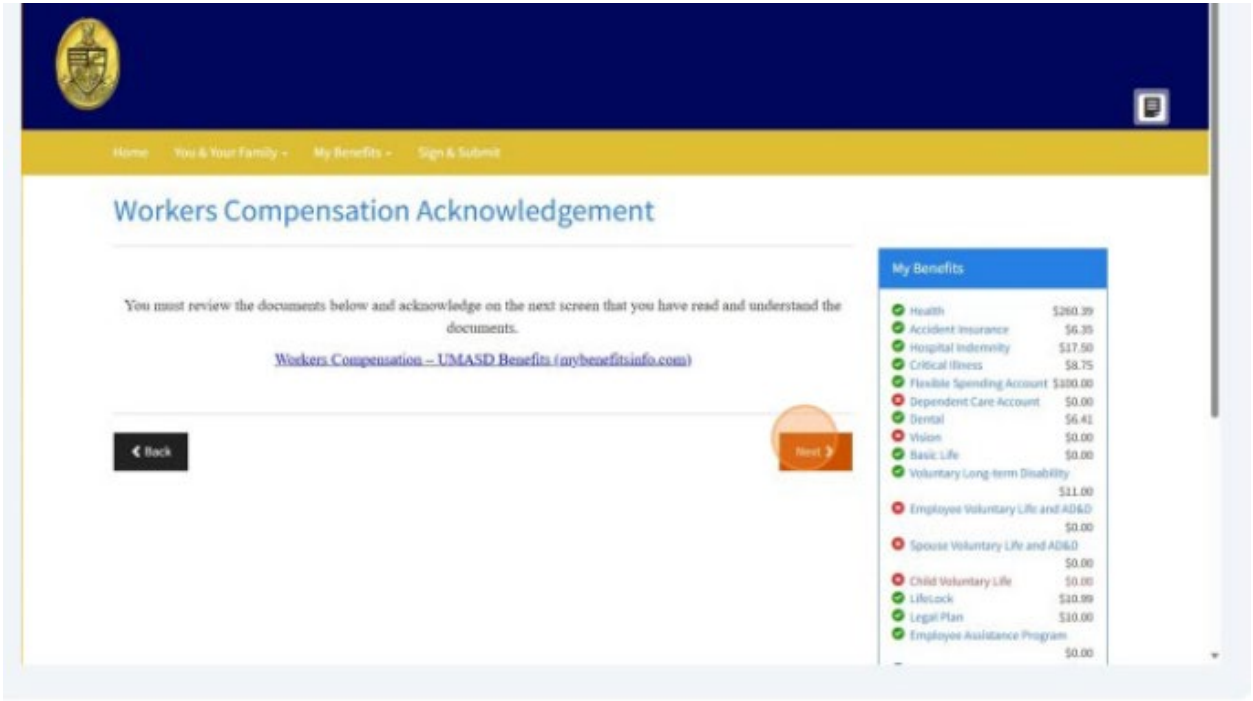
16. If this benefit is part of your benefit portfolio, you will have multiple options, feel free to click one each benefit to determine your cost. Click apply or decline then next to move on.



17. Some benefits will have a pink slide bar. This means you are subject to an Evidence of Insurability and will be required to complete additional paperwork to be covered. This paperwork will be emailed to you directly from UMASD.



18. UMASD requires you to review and acknowledge specific policies and procedures. After reviewing the document, hit next,



Then click the "I hereby acknowledge" field and next to move onto the next screen.

19. When all acknowledgements are complete, you will be brought to the benefit overview page. Confirm that everything is correct. If you need to make any change, click the linked benefits and update and hit next.

Employee Voluntary Life and AD&D	Waived		
Spouse Voluntary Life and AD&D	Waived		
Child Voluntary Life	N/A		
LifeLock	Benefit Premier; FA	$0.00	$10.99
Legal Plan	The Family Advisor with LegalGUARD Gold+; FA	$0.00	$10.00
Employee Assistance Program	Employee Assistance Program; EO	$0.00	$0.00
Workers Compensation Acknowledgement	Workers Compensation Acknowledgement; EO	$0.00	$0.00
Tax Shelter Acknowledgement	Tax Shelter Acknowledgement; EO	$0.00	$0.00
Policy and Guidelines Acknowledgement	Policy and Guidelines Acknowledgement; EO	$0.00	$0.00
Total		**$366.80**	**$64.59**

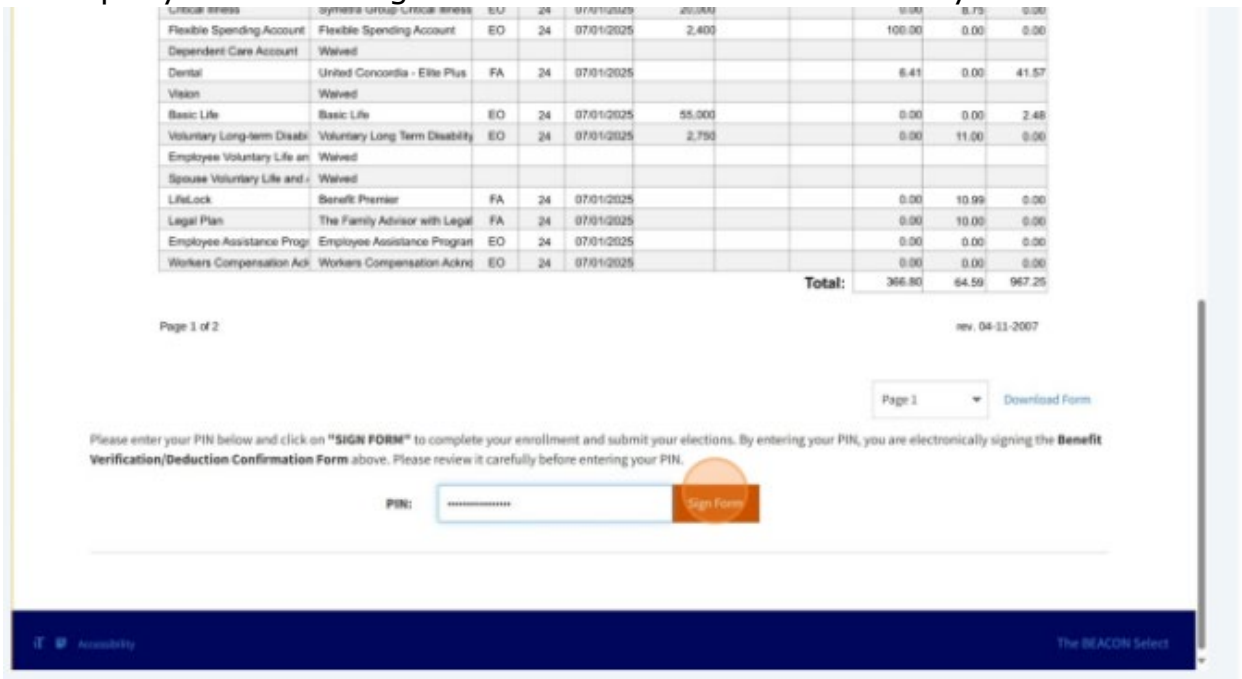
Signatures Required

To complete your enrollment, you must sign the following forms. Press Next to begin signing forms.

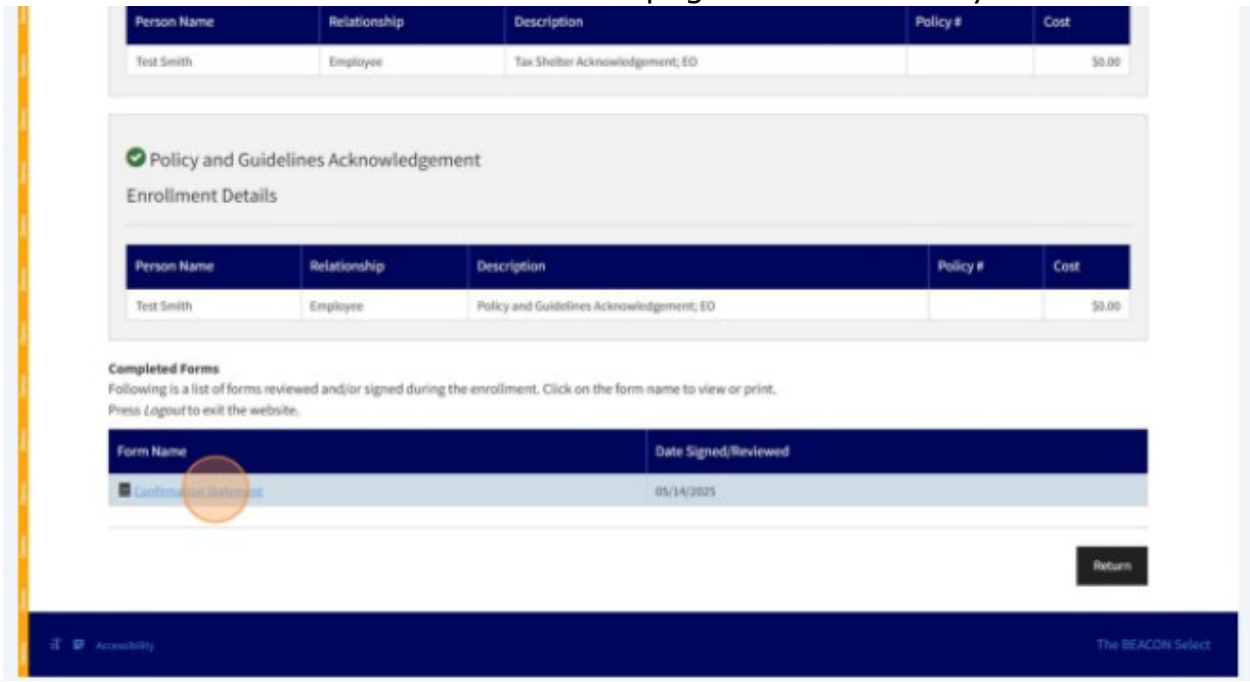
Form Name	Status	Date Signed/Reviewed
Confirmation Statement	Unsigned	

Next >

20. **<u>This is the most important part</u>**. You must sign and submit your benefits to complete this enrollment. Your enrollment is not complete without doing this. You will sign the form with the same pin you used to login to the self-service enrollment system.



21. Please scroll to the bottom of the page and download your confirmation copy.



That's it – you have completed the enrollment process!

Any questions, please reach out to the Employee Benefit Manager.