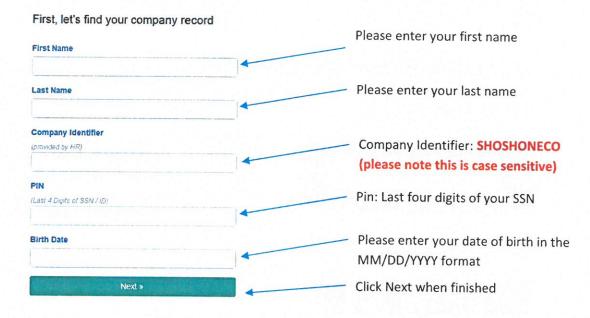
Benefits Enrollment Instructions

Benefits Exchange Northwest (BEN) Enroll

Here are step by step instructions for completing your Open Enrollment through BEN Enroll.

- 1. Login into your account at: www.BenXnw.com
- 2. Click on the "BEN ENROLL" and go to your employee homepage.
- 3. Begin Registration Process please enter in the information requested.

Create Your Account



4. **Create your Username and Password** – please document these somewhere as you will need to log back into the site multiple times.



- 5. Welcome Screen please read the Welcome Message and click the Next button when finished.
- 6. Review your TASK BAR for any REQUIRED TASKS that need completion! If you do not see the bar at the top of your screen, you have no required tasks to complete at this time.

You have 2 required tasks to complete go →



Benefits Enrollment Instructions

Benefits Exchange Northwest (BEN) Enroll

- 7. **Emergency Contact** please designate your emergency contact. You can add additional emergency contacts once you get into your profile if you would like. Click Next when finished.
- 8. Federal Notices please read the notice and acknowledge your receipt of this document. To view the notice, click on the blue Notice of Marketplace Exchange text. It will open the notice in a new tab for you. When you are finished, please close out only that tab so you can still see the notice screen. You will need to check the box that you have viewed the form and click the Finish button.

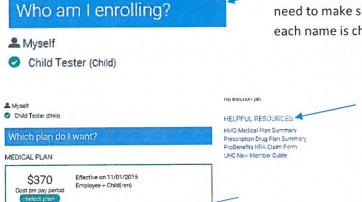
HOW TO BEGIN YOUR BENEFITS ENROLLMENT

Click on your company logo to return to your home page and click on the Start Benefits Button on the home page.



Now you will go through the Open Enrollment Workflow. You will need to verify the contact information you have on file as well as the dependent information you have on file before you see any of the benefits information.

A few notes about system:



details 0

To enroll your dependents in coverage, you need to make sure the green circle next to each name is checked.

To view plan information, click on the details button or open an attachment under the Helpful Resources section.

If you would like to waive coverage, click on the **Don't want this benefit?** button and select a reason why.

Don't want this benefit?

compare !!!

9. **Confirm all Benefits –** Confirm or decline for each benefit option. View summary and confirm. This ensures your enrollment for 2017!

