

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

First, let's find your company record

First Name

Please enter your first name

Last Name

Please enter your last name

Company Identifier

(provided by HR)

Company Identifier: **SHOSHONECO**
(please note this is case sensitive)

PIN

(Last 4 Digits of SSN / ID)

Pin: Last four digits of your SSN

Birth Date

Please enter your date of birth in the
MM/DD/YYYY format

Next >

Click Next when finished

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

Create Your Account

Then register a username and password

Username

(company email is recommended)

Your email address will be defaulted
as your username but if you would
like to change it you can

Password

(minimum length of 6, number and symbol required)

show it

Create your password. Please make sure it
is at least 8 characters, has an uppercase
AND includes BOTH a number and symbol

I agree with the terms of use

Read and agree to the terms of Use

Next >

Click Next when finished

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

QUESTIONS? Reach out to the BEN Enrollment TEAM at **1 (855) 492-2972**.
Monday through Friday 7:30am – 4pm (PST).



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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:



- Myself
- Child Tester (Child)

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

- Myself
- Child Tester (Child)

Which plan do I want?

MEDICAL PLAN

\$370 Effective on 11/01/2015
Cost per pay period Employee + Child(ren)
[select plan](#)
[compare](#) [details](#)

NO ENROLLMENT

HELPFUL RESOURCES

- HMO Medical Plan Summary
- Prescription Drug Plan Summary
- ProBenefits HRA Claim Form
- UHC New Member Guide

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?](#)

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

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