

# Annual Enrollment Instructions

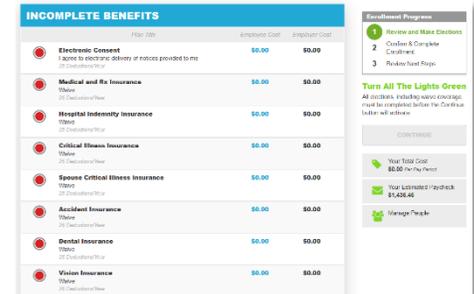
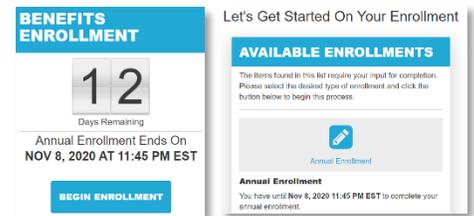
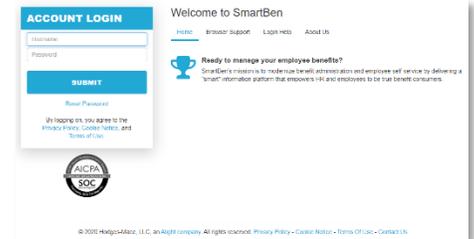
SmartBen is our online enrollment tool. The site is accessible 24 hours a day, 7 days a week. The following tips will help you prepare and complete the online enrollment process.

## What You'll Need to Enroll

- Social Security Number and Date of Birth for any spouse or dependents you plan to cover
- Beneficiary contact information for any applicable benefits

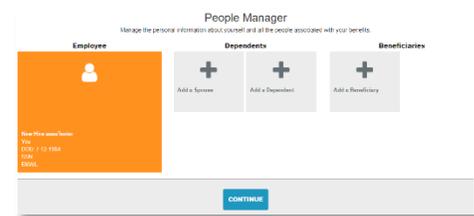
## Steps to Complete Your Enrollment

1. Log on to [SmartBen](#)
  - a. If you need assistance with your username and password, contact the SWN Benefits Help Center at 855-796-3637
2. Once logged in, you will see a Benefits Enrollment box containing a countdown of the number of days remaining in your annual enrollment window.
  - a. Select **Begin Enrollment**.
  - b. Select **Annual Enrollment** under the Available Enrollments
3. Review and Elect Benefits
  - a. You will enter the Enrollment process at the **Benefit Manager** page
  - b. Use this to review your enrollment options and make your benefit elections.
  - c. To enroll or make changes, click on a benefits name.



If you are enrolling a spouse or dependent in coverage, select **Manage People** to add/update dependent records for enrollment. People Manager is where your Personal, Spouse/Dependent, and Beneficiary information is stored.

- **Employee:** Review your personal information and make updates if necessary
- **Spouse / Dependent:** Select Add a Spouse or Add a Dependent to add your spouse and/or dependents' information if you are enrolling them in a benefit plan. Click Save when you are finished.
- **Beneficiary:** If you are eligible for Basic Life/AD&D or Supplemental Term Life/AD&D coverage, select Add a Beneficiary. Click Save when you are finished



**NOTE:** Adding spouse/dependent/beneficiary records to this section does NOT assign them to applicable coverage. Once all records have been added, select Continue. Official assignments to coverage will occur within the benefits as you are making your desired elections.

4. Once within the benefit, select the desired level of coverage under **Who's Being Covered**
  - a. This will update the plan options to the appropriate level of coverage.
  - b. Once you've decided on your desired plan and level of coverage, click **Select** under the applicable plan.
  - c. The option will turn green and you can then select Continue

**Who's Being Covered?**

You must select a coverage to continue.

Employee Only  
 Employee and Spouse  
 Employee and Child(ren)  
 Family

Current Coverage Level:  
Waive

**PPO 750 FAMILY**

**\$750/person - \$1,500/family** Deductible  
**\$3,000/person - \$6,000/family** Max Out of Pocket  
**80% after deductible** Co-insurance  
**\$220.25** Per Pay Period

Anthem BlueCross BlueShield



**✓ PPO 750 FAMILY**  
CURRENTLY SELECTED

**\$750/person - \$1,500/family** Deductible  
**\$3,000/person - \$6,000/family** Max Out of Pocket  
**80% after deductible** Co-insurance  
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Anthem BlueCross BlueShield

- d. Based on your selected level of coverage, you may be required to assign a spouse/dependent/beneficiary to. To do so, select the box next to each applicable record who should be enrolled in coverage.
- e. Once all requirements for the benefit have been updated, select **Continue**

**ASSIGN A SPOUSE**

[Name] (SSN: 123456789)

**ASSIGN A DEPENDENT**

[Name] (SSN: 987654321)

5. Once all elections are complete, each benefit will have a green light. To finalize your elections, select Continue from the **Benefit Management** page.

- a. Review your Elected Benefits to confirm each is illustrated as expected.
  - i. If changes need to be made, select Return to Lights
  - ii. If everything is reflected correctly, complete your required **Agreement** and select **Complete Enrollment**
- b. Next Steps:
  - i. You will receive notice that your enrollment has successfully completed.
  - ii. You can then print your **Confirmation Page** for your records.

**ELECTED BENEFITS**

Plan Title	Employee Cost	Employee Cost
<b>Electronic Consent</b> I agree to electronic delivery of notices provided to me. 28 Electrons/Year	\$0.00	\$0.00
<b>Medical and RX Insurance</b> Preferred CPO Plan - Employee + Family 28 Electrons/Year Special Enrollment: - Spouse (Spouse) - Child (New (Adopted Child))	\$351.00	\$651.42
<b>Hospital Indemnity Insurance</b> Basic Employee Only** 28 Electrons/Year	\$8.22	\$0.00
<b>Critical Illness Insurance</b> 28 Electrons/Year	\$0.00	\$0.00

**Enrollment Progress**

- Review and Make Selections
- Confirm & Complete Enrollment**
- Review Next Steps

**Don't Forget To Sign!**  
You must type your initials in the Agreement box in order to activate the plan.

**Congratulations!**

You have successfully completed the enrollment process. Be sure to read below for next steps and helpful resources.

**NEXT STEPS**

To get a paper ready copy of your elections, click here and feel free to continue using SmartBox.

**Enrollment Progress**

- Review and Make Selections
- Confirm & Complete Enrollment
- Review Next Steps**

6. Upload the supporting documentation for any enrolled dependents on the **Home** page under My Benefits and then Required Documents.

**MY BENEFITS**

View Enrollment Confirmation  
Your Pending Benefits  
Required Documents



Your Required Documents

**YOUR REQUIRED DOCUMENTS**

Document Name	Description	File	Upload	Date Submitted
<input type="button" value="ADD DOCUMENT"/>				

\*\* Click here to see your documents required for dependent verification



**ADD DOCUMENT** ✕

File  No file chosen

Document Name

Description

Document Type \*\*