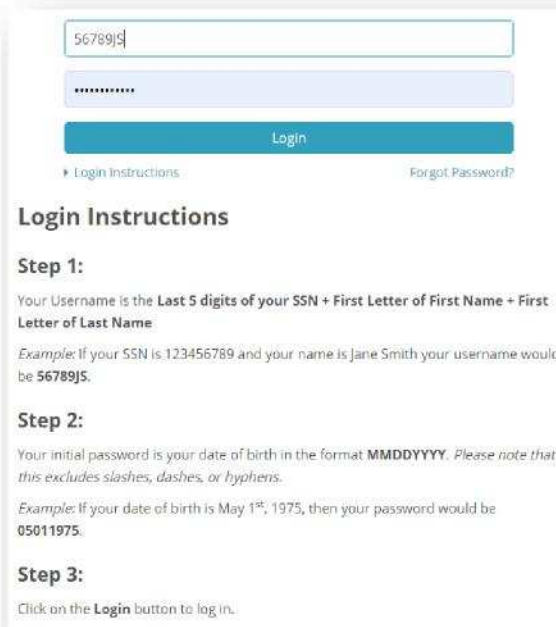


Enrolling in Your Annual Benefits is Easy!

Login and enroll between 5/10 - 5/31

STEP 1 – Log in

Go to: www.ForsythBenefits.com and enter your username and password. In case you forgot your login info, click the **Login Instructions** link located on the login screen, or refer to the instructions below. For security purposes, you will be asked to change your password after your initial log in.



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Login

[Login Instructions](#) [Forgot Password?](#)

Login Instructions

Step 1:
Your Username is the **Last 5 digits of your SSN + First Letter of First Name + First Letter of Last Name**

Example: If your SSN is 123456789 and your name is Jane Smith your username would be 56789JS.

Step 2:
Your initial password is your date of birth in the format **MMDDYYYY**. Please note that this excludes slashes, dashes, or hyphens.

Example: If your date of birth is May 1st, 1975, then your password would be 05011975.

Step 3:
Click on the **Login** button to log in.

Change Your Password

Password

Please enter your new password below. It must be at least ten (10) and no more than twelve (12) characters in length. Please note that passwords are case sensitive.

To make it easier for us to contact you, please provide us with your email address. It will be kept in the strictest of confidence and will never be released to a third party. benefitexpress will contact you at this email address only in response to a direct request for assistance. benefitexpress will not send you unsolicited email.

Current Password *

New Password *

Confirm New Password *

*Required

STEP 2 – Getting to the Enrollment

⚠ A friendly reminder: You have open enrollments, including **Annual Open Enrollment** (2 days left) .

Enroll Now

Once you log in, you will be taken to the Home page where you can click the orange **Enroll Now** button or the white **Enroll Now** checkmark icon to begin your enrollment.

STEP 3– Getting Started and Updating Dependents

Before you make your benefit changes, you will be required to **Answer/Respond** to a few simple questions that will determine your eligibility.

Add/Review Your Dependents: You will also be able to **add new dependents** or **update dependent information**. As you proceed through the enrollment, the coverage levels you are offered are based on the number and type of dependents you elect to cover. Please be sure to read the pages carefully as you may be required to certify your dependents by sending in certain documents before they become eligible for benefits.

If you have a dependent on file that is missing an SSN, you will be required to enter a valid SSN to continue or enroll in coverage.

STEP 4 – Making your Choices & Updating Beneficiaries

Make Your Choices: From the **Choices** section of the enrollment, you will make your benefit elections. Each page will display your plan choices and will prompt you for additional information where needed. All deductions are shown on a per pay basis.

You may navigate through this section by using the **Previous** and **Save and Continue** buttons. You can also jump between plans by clicking anywhere in the **Choices** step/button and selecting your desired plan from the drop-down.

Add/Review Beneficiaries: You will also be able to **add new beneficiaries**, **update beneficiary information**, and **assign beneficiary percentages**. Any plans requiring a beneficiary designation will be listed on this page.

STEP 5 – Enrollment | Confirmation

✓ 1. GETTING STARTED

3. CONFIRMATION

Confirm Your Choices: The last page/section in the enrollment is your confirmation statement, which you can print or email. The site will automatically save a copy for your future reference. If you need to change any of the plan selections you have made, you can go back into the enrollment and make any additional changes through the end of your enrollment period.

Need Help?

We realize not every question can be answered in the materials provided. If you need any assistance with the site, the following options are available:

Call	Email
You may contact us via telephone at 336-703-2400 . Normal hours of operation are 8:00a.m. to 5:00p.m. EST.	You may email your request to HR@forsyth.cc

To access the above contact options, simply click **Contact Us** at the top right of any page once you're logged in.