

# Enrolling in your benefits is easy



## HERE IS YOUR ENROLLMENT DEADLINE:

Employee Name: \_\_\_\_\_

My Enrollment Deadline: \_\_\_\_\_

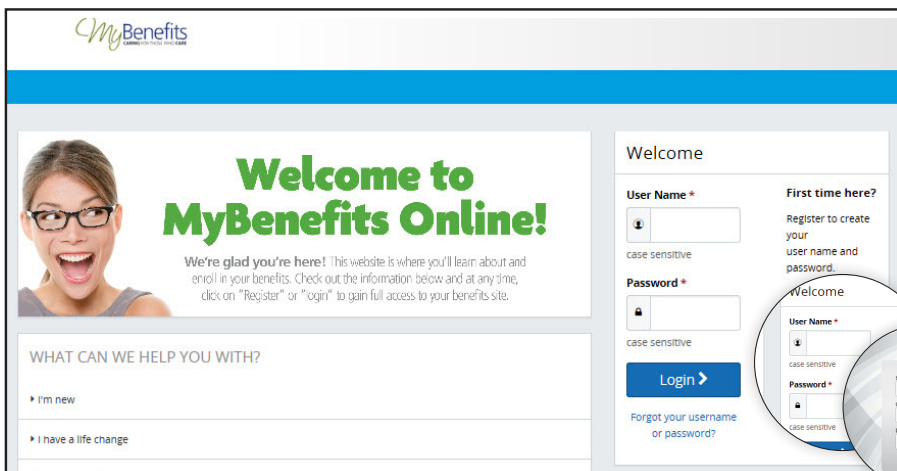
**Acknowledgement:** I have read this instruction sheet and understand I must enroll by my deadline listed above or I will have to wait until Open Enrollment. I also understand I must complete and submit my Dependent Verification Cover Sheet and acceptable proof to Businessolver by the above deadline so my eligible dependents will have coverage.

### Employee Signature

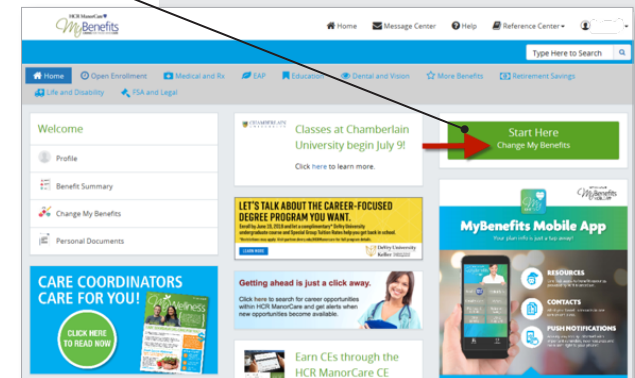
**Attention HRDs:** From your MyBenefits Online admin home page, run an Initial Enrollment Status Report to see the employee's enrollment deadline. Write the date above. Make a copy of this signed form and place in the employee's employment file. Give the signed original to the employee.

## JUST FOLLOW THESE STEPS. IF YOU HAVE ANY QUESTIONS, TALK TO YOUR HUMAN RESOURCES DESIGNEE (HRD) WHERE YOU WORK.

- 1 LEARN ABOUT YOUR BENEFITS:** Your HRD will arrange a time for you to watch a DVD at work that explains the benefits available to you. After watching the DVD, follow these instructions to make your benefit elections online.
- 2 GO TO MYBENEFITS ONLINE:** From a work or home computer or smartphone, log in to [www.benefits.hcr-manorcare.com](http://www.benefits.hcr-manorcare.com). First-time users must register and create a username and password: You'll need to enter personal information and the company key, which is "hcrmc." Return to the login screen and enter the username and password you just created to log in.



- 3 ENROLL:** Once logged in, click "Start Here" and follow the instructions to enroll in your benefits. Be sure to review and confirm your elections and follow all instructions through to the last screen; otherwise, your elections will not take effect.



**Need Help?** For help with password resets, technical navigation and Dependent Verification questions, call **1.877.268.1667**. For all other benefits questions, please see your HRD where you work.

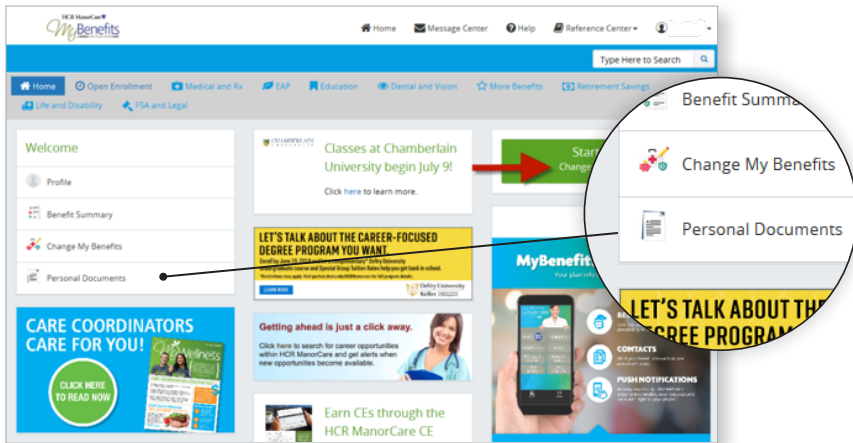
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**KEEP CONFIRMATION NUMBER:** At the end of the enrollment process, review and confirm your elections. Your elections will not be submitted until you confirm them by clicking on the “I Agree” button. A confirmation number will appear once you complete your elections.



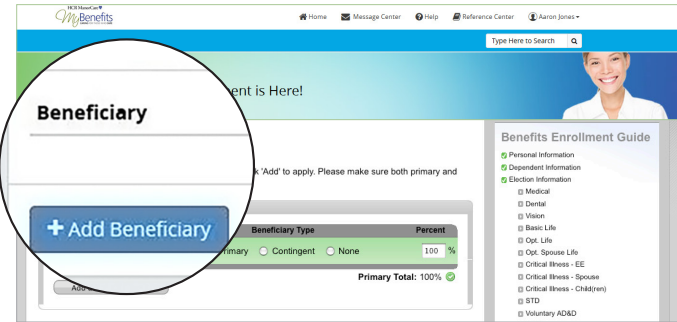
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**VERIFY ANY NEW DEPENDENTS:** If you’re adding a new family member, submit required proof using your PERSONALIZED COVER SHEET (a marriage or birth certificate) by your enrollment deadline. Can’t find your cover sheet? Print a copy from your Personal Documents in MyBenefits Online. (See picture.) Need help with Dependent Verification? Call **1-877-268-1667**. For faster processing, take a picture of your documentation and then upload it using the MyChoice mobile app.



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**NAME A BENEFICIARY** Most full-time employees are eligible for life insurance, so make sure to name your beneficiary by following the instructions at the end of the enrollment process.



**Update your contact info.** Keep your phone numbers and e-mail address updated on the enrollment site. You will get important updates and information about your benefits by e-mail, so it’s especially important to have a correct e-mail address. If you move, let your HRD know your new address and he/she will update this information for you.

Download your MyBenefits mobile app. Visit the App Store or Google Play and search “HCRMC”.



**Go Mobile!**

Enroll in your benefits on the go in three easy steps!

1. Open the MyBenefits app on your mobile device and tap “Benefits start here” to access MyBenefits Online.
2. On your MyBenefits Online home page, find your MyChoice personal access code. (View “full version.”)
3. Download the MyChoice app and enter your access code. Use MyChoice to enroll or make changes to your benefits and submit dependent documents for approval!



**Report a Change due to a Life Event**

**IMPORTANT!** The benefits you elect as a new hire or during Open Enrollment remain in effect all plan year, unless you experience a qualifying life or work event that allows you to make changes sooner.

Qualifying life and work events include having a baby, getting married, gaining or losing other group coverage, and switching from a Full-Time to a Part-Time or PRN position at work, to name a few examples.

If you have a qualifying life or work event, you need to log into MyBenefits Online and request a change within 30 days of the event (60 days for a birth or adoption or changes to your Medicaid eligibility.) Click “Start Here Change MyBenefits.” Next, click on “Life Event” and choose the reason you’re requesting the change, i.e., “Birth/Adoption, Marriage, etc.” Then, follow the on-screen prompts to complete your request.