

# New Hire Enrollment Instructions



SmartBen is our on-line enrollment tool. The site is accessible via the Internet at [www.smartben.com](http://www.smartben.com) and can be accessed 24 hours a day, seven days a week. The following tips will help you prepare for and complete the online enrollment process.

## Before You Enroll

### Review Your Options & Make Your Choices

Take time to review the information in the *Plans & Policies* section. It will help you understand your benefit choices. Discuss it with your family, too!

#### Plans & Policies

Click on the *Plans & Policies* icon and select a plan to review the plan details.

## Steps to Complete Your Enrollment

### Step 1

Log on to [www.smartben.com](http://www.smartben.com) and enter your Username (wvm + Datatel number) and Password (eight-digit date of birth, MMDDCCYY format).

Example: wvm1234567 for wvm + Datatel number 1234567

Example: 06101964 for date of birth June 10, 1964

ACCOUNT LOGIN

username:

password:

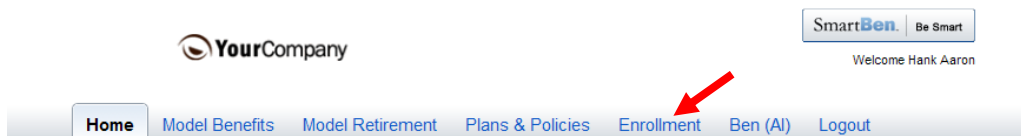
HR Professional

- ✓ **TIP:** Use the **Tab Key** to navigate through the site. DO NOT use the Enter Key. As with all Internet sites, when you use the Enter Key it is the equivalent of hitting “submit” or “next”.
- ✓ **TIP:** You may change your password through the *Admin Tools* link located on the SmartBen home page. If you change your password, remember to write it down for future reference.

New Password \_\_\_\_\_

### Step 2

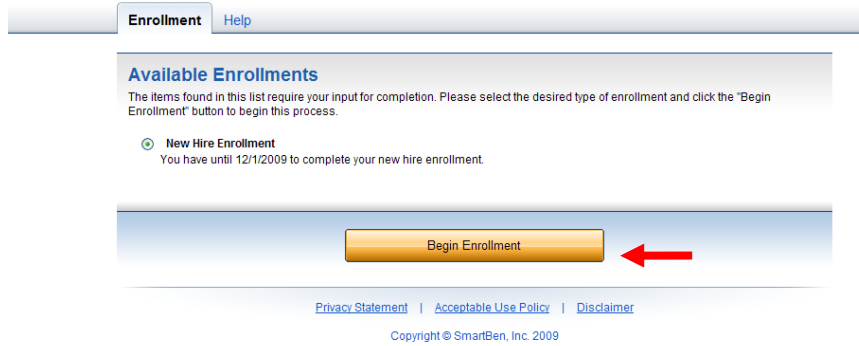
From the home page, click the *Enrollment* icon.



- ✓ **TIP:** Wait for all **six icons – Home, Benefits, Retirement, Plans & Policies, Enrollment and Logout** – to appear before you click on *Enrollment*. Watch the blue bar at the bottom of your screen to confirm all images have loaded.
- ✓ **TIP:** You may need to scroll down to see all the information.

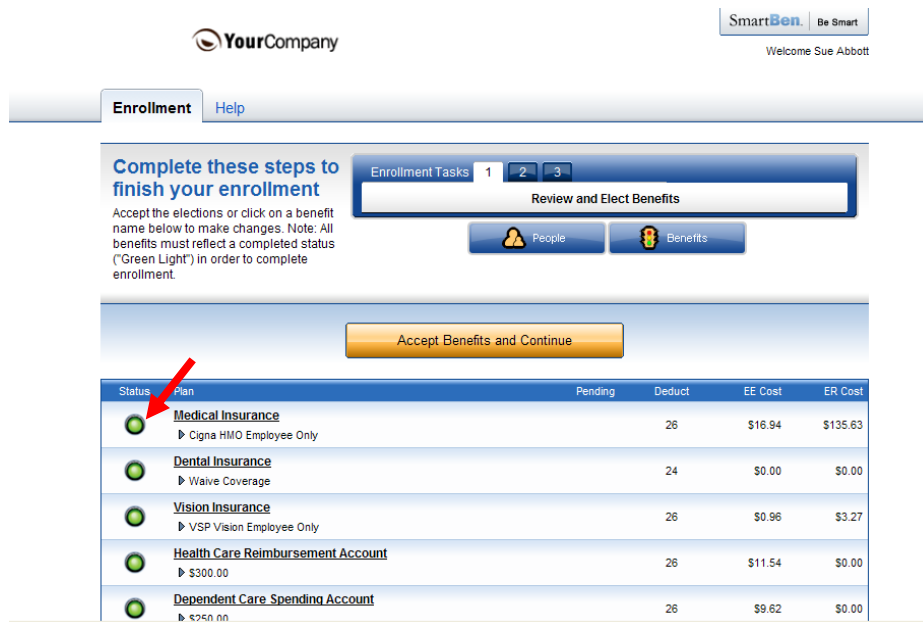
### Step 3

On the *Available Enrollments* page, you'll see one button called *New Hire Enrollment*. Select this button and click *Begin Enrollment*.

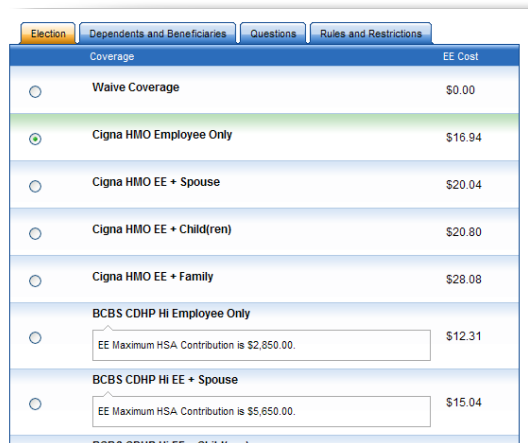


### Step 4

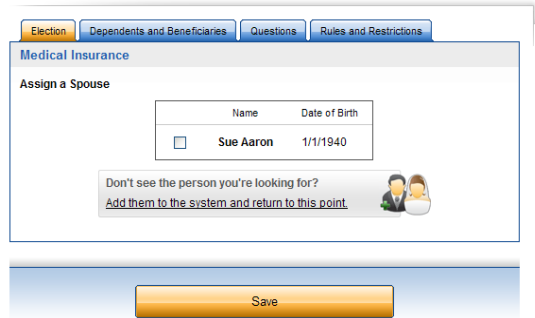
**1. Review and Elect Benefits:** You will enter the Enrollment process at the Benefit Manager page, of Step 1 of the Enrollment Process.



**Benefit Manager:** Use this to review your enrollment options and make your benefit elections. To make changes/elect a benefit, click on a benefit name.



If you are enrolling a spouse or dependent in medical and/or dental coverage, click on the box next to the dependent you wish to enroll. If you are dropping a dependent from medical and/or dental coverage, you must uncheck the dependent you are dropping. **Note:** If you changed coverage levels (e.g. from family to employee + child(ren) or from family to employee + spouse), your spouse or child is automatically dropped.

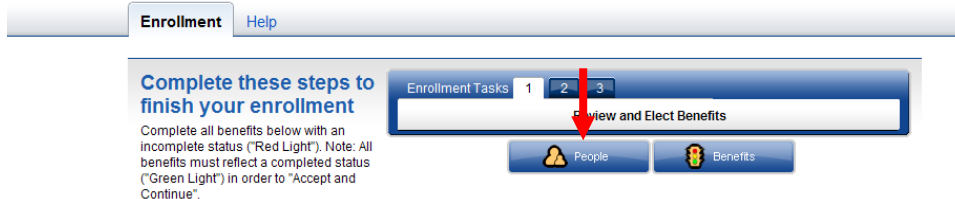


✓ **TIP:** Answer all questions related to your benefit choices.

✓ **TIP:** Use the *View Provider List* located at the top of the page to search for a PCP or dental facility code.

If you are electing Voluntary Life/AD&D Insurance, you may be required to complete a separate Evidence of Insurability (EOI) Form.

**People Manager:** This is where your Personal, Spouse/Dependent and Beneficiary information is stored.



*Personal Info* - Review your personal information and make changes if necessary.

*Spouse and Dependent Info* – Click on the *Add* button to add your spouse and dependents' information if you are enrolling them in a benefit plan. Click *Save* when you are finished.

Adding spouse/dependent information in the *People Manager* **DOES NOT** assign your spouse/dependent to the medical or dental plan. You will assign your spouse/dependent to medical/dental coverage later in the enrollment process.

*Beneficiary Info* – SmartBen automatically defaults your name as the beneficiary. **If you are electing Supplemental Term Life/AD&D coverage**, click on *Beneficiary Info*. Select the *Edit Pencil* and enter your beneficiary information. Click *Save* when you are finished.

Adding your beneficiary information in the *People Manager* **DOES NOT** assign a beneficiary percentage. You will assign the percentage later in the enrollment process.

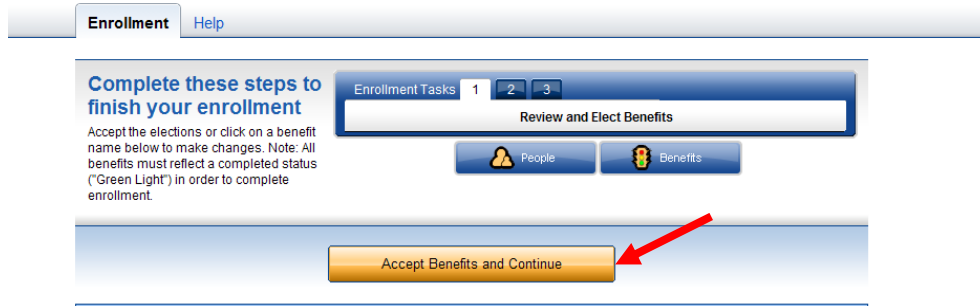
Click on *Benefit Manager* to continue the enrollment process.

✓ **TIP:** Click on the *Beneficiary Type* drop down box to designate your beneficiary as primary or secondary.

✓ **TIP:** If you need to add more than one beneficiary, click on the *Add* button to designate the additional beneficiaries.

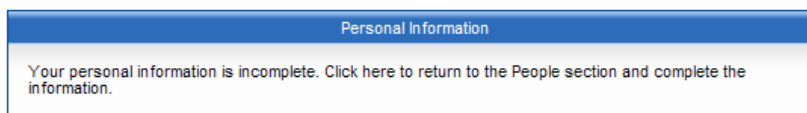
### Step 5:

Once your elections are complete each benefit will have a green light in the *Status* box. To proceed to the next step, click the button labeled "Accept Benefits and Continue."



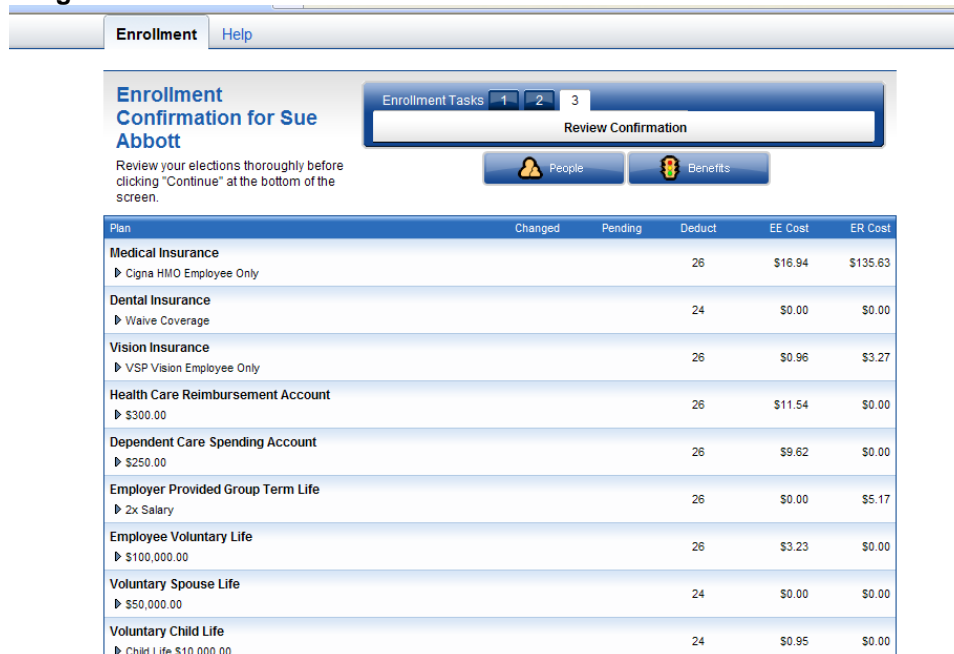
### Step 6

**2. Verify Required Data:** If you have not entered all required information, SmartBen will not process your enrollment. Click on each item in the Enrollment Task List and SmartBen will take you to the required page for corrections. Make your corrections, click Submit, Enroll or Save, whichever is applicable. Be sure to review any "Important Information" noted on this task page and click "Continue".



### Step 7

**3. Review Confirmation:** Review your elections thoroughly and acknowledge your agreement before clicking "Continue" at the bottom.




Check to ensure all benefit elections are correct. Also check to ensure medical and dental dependent assignments are correct. **Note:** Dependent assignments do not appear for life insurance. To confirm, enter your initials at the bottom of the *Confirmation* page and click Continue.

<p><b>Employer Provided Group Term Life</b></p> <p>▶ Matt Abbott is a Primary Beneficiary with a benefit allocation of 100%.</p>
<p><b>Voluntary Child Life</b></p> <p>▶ Matt Abbott is a Primary Beneficiary with a benefit allocation of 100%.</p>
<p><b>Voluntary Spouse Life</b></p> <p>▶ Matt Abbott is a Primary Beneficiary with a benefit allocation of 100%.</p>
<p style="text-align: center;"><b>Agreement:</b></p> <p>I have read and fully understand the benefit options available to me. My initials authorize Powell Productions to deduct, for my benefit, all required contributions from my paychecks, including my share of health insurance premiums. I understand that my Medical, Dental, Vision and Health Care and Dependent Care Spending Account contributions will be deducted on either a pre-tax or an after-tax basis, as appropriate.</p> <p>My initials below are also my certification that the information in this electronic submission is correct, including my employment status – full-time or part-time –, and I understand that my failure to provide accurate information, or to correct information that is not accurate, constitutes falsification of an employment document, and may be grounds for termination.</p> <p>Please select the radio button below labeled "Agree" to indicate agreement:</p> <p><input type="radio"/> Agree   <input type="radio"/> Disagree</p>
<p><a href="#">Continue</a></p>

**Step 8**

You have successfully completed the enrollment process! Select the *Print* button for a copy of your Confirmation Statement.

<p><b>Enrollment</b>   <a href="#">Help</a></p>
<p><b>Congratulations!</b></p> <p>You have successfully completed the enrollment process.</p>
<p> To get a printer ready copy of your elections, <a href="#">click here</a> and feel free to continue using SmartBen.</p>
<p><a href="#">Privacy Statement</a>   <a href="#">Acceptable Use Policy</a>   <a href="#">Disclaimer</a></p> <p>Copyright © SmartBen, Inc. 2009</p>

**Review Your Confirmation Statement**

Carefully review your statement to ensure your benefit elections are accurate. Keep in mind, this Confirmation Statement is *only* a confirmation of your benefit elections. If carrier approvals (e.g., Supplemental Term Life/AD&D Insurance) are required, coverage will be subject to those requirements.

**Note: Always remember to print a Confirmation Statement to serve as your confirmation of benefit elections.**

**If you have any questions please call SmartBen’s Care Advocate at (866) 978-2032**