

LUCAS COUNTY NEW HIRE ONLINE BENEFIT ENROLLMENT

INSTRUCTIONS HOW TO ENROLL ONLINE

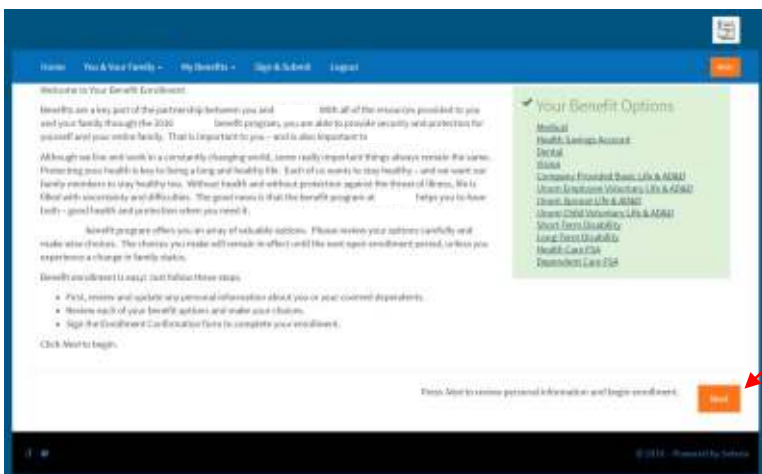
Your Lucas County medical, dental, prescription drug, life, flexible spending and voluntary benefits enrollment is completed on-line. You must complete enrollment within 31 days of your hire date, or you will not be eligible for coverage until the next open enrollment period. Below, please find specific instructions on how to complete your enrollment.

Step 1 - Connect to the Website through your web browser at <https://trustmark.benselect.com/Enroll> You may use your desktop computer or any mobile device to complete your enrollment.

Step 2 - At the “Employee Login” screen, enter your **Employee ID** and your personal identification number (PIN). Your PIN is a combination of the last 4 digits of your Social Security Number and the 2-digit year of your birth. *For example, if the last 4 digits of your SSN are 3214 and you were born on September 21, 1968, your Pin would be “321468”.* Then hit ‘Log In.’ If you are having trouble logging on the system, contact the Employee Benefits Department at 419-213-4211.



Step 3 - When the Welcome Page appears on your screen that means you are in! Follow the onscreen instructions to enroll in your benefits, find answers to your questions, download forms and more. Click Next to move to the next page.



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Click You and Your Family to verify and update personal information on yourself, your dependents or beneficiaries.

The forms icon will bring you to the forms library where all of your benefit plan documents are kept.

You can move from plan to plan by clicking next or clicking review.

My Benefits	
<input type="radio"/> Medical	\$0.00
<input checked="" type="radio"/> Health Savings Account	\$0.00
<input type="radio"/> Dental	\$0.00
<input type="radio"/> Vision	\$0.00
<input checked="" type="radio"/> Company Provided Basic Life & AD&D	\$0.00
<input type="radio"/> Union Employee Voluntary Life & AD&D	\$0.00
<input checked="" type="radio"/> Union Spouse Life & AD&D	\$0.00
<input checked="" type="radio"/> Union Child Voluntary Life & AD&D	\$0.00
<input type="radio"/> Short-Term Disability	\$0.00
<input type="radio"/> Long-Term Disability	\$0.00
<input type="radio"/> Health Care FSA	\$0.00
<input type="radio"/> Dependent Care FSA	\$0.00
Pre-tax cost	\$0.00
Post-tax cost	\$0.00
Total Cost	\$0.00
Per-Pay Period	

When you have finished making your selections, click sign and submit to review & sign your enrollment form.

To sign and submit your Benefit Confirmation & SSN Identification Consent Form you will need to enter your PIN and click sign form on both forms.

Please enter your PIN below and click on "SIGN FORM" to complete your enrollment and submit your elections. By entering your PIN, you are electronically signing the Benefit Verification/Deduction Confirmation Form above. Please review it carefully before entering your PIN.

PIN:

You may log back into the enrollment site to verify you submitted your enrollment form and print the confirmation of benefits.