

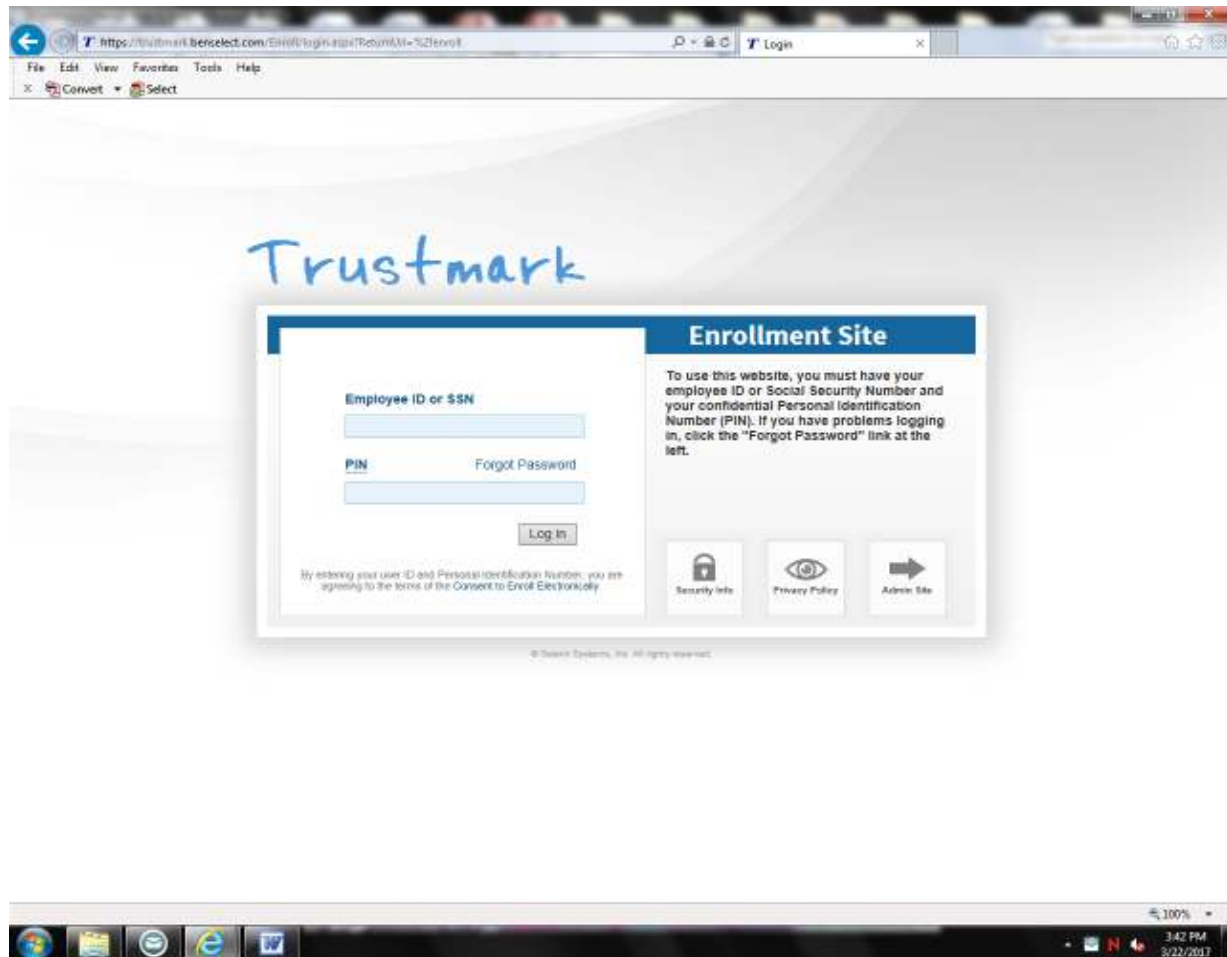
Instructions on how to complete Enrollment/Change for:

I wish to change the beneficiary of one or more of my benefits

1. Log into the enrollment site at: <https://trustmark.benselect.com/Enroll>

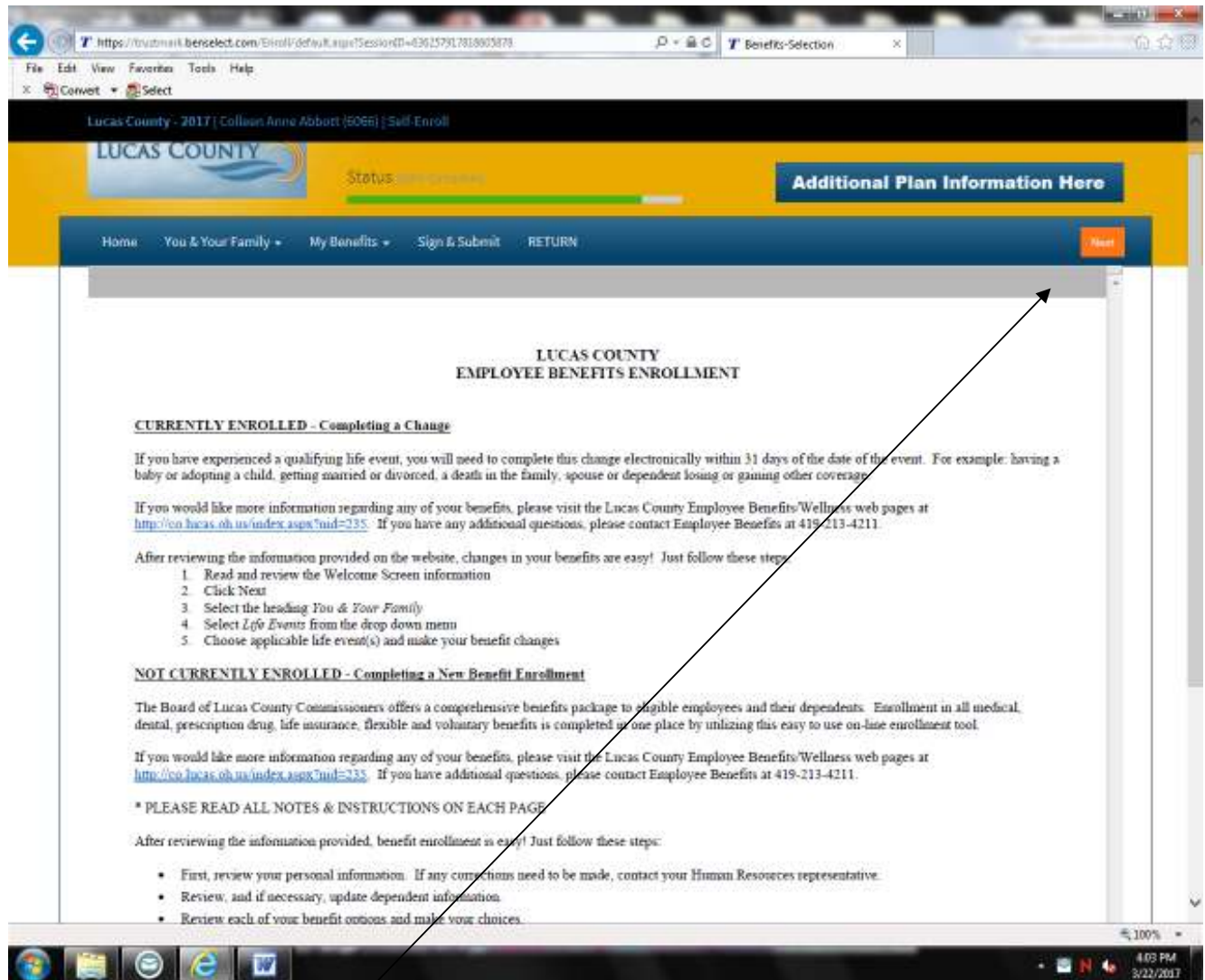
Employee ID or SSN

PIN: Last 4 of SSN and last 2 of birth year Ex- 415882



The screenshot shows a web browser window displaying the Trustmark Enrollment Site. The browser's address bar shows the URL <https://trustmark.benselect.com/Enroll/login.aspx?PocmMM=521enroll>. The page features the Trustmark logo in blue script. Below the logo is a white box with a blue header titled "Enrollment Site". Inside this box, there are two input fields: "Employee ID or SSN" and "PIN", with a "Forgot Password" link next to the PIN field. A "Log In" button is positioned below the input fields. To the right of the input fields, there is a text block: "To use this website, you must have your employee ID or Social Security Number and your confidential Personal Identification Number (PIN). If you have problems logging in, click the 'Forgot Password' link at the left." Below this text are three buttons: "Security Info", "Privacy Policy", and "Admin Site". At the bottom of the page, there is a small copyright notice: "© Select Systems, Inc. All rights reserved." The Windows taskbar at the bottom of the screen shows the time as 3:42 PM on 3/22/2017.

2. Please read all information to help with your Enrollment/Change.



3. Click Next

4. Under the heading: You & Your Family, choose Life Events

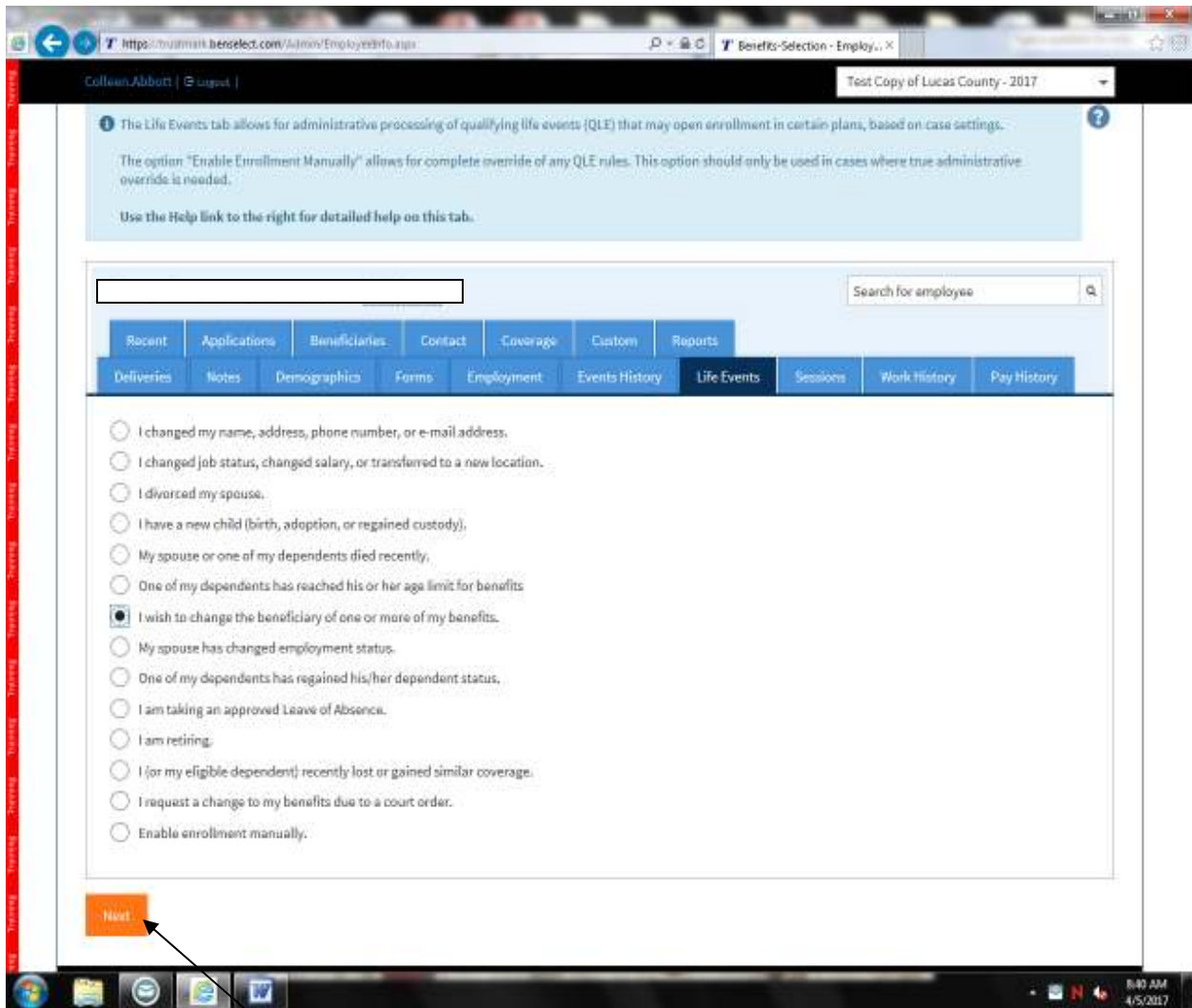
The screenshot shows a web browser window with the URL <https://trustmark.benelect.com/Enroll/Consent.aspx?SessionID=656258100743756707>. The page title is "Lucas County - 2017 | Colleen Anne Abbott (9066) | Self-Enroll". The Lucas County logo is visible in the top left, and a progress bar shows "Status: 100% Complete". A navigation menu includes "Home", "You & Your Family", "My Benefits", "Sign & Submit", and "RETURN". A "Back" button and a "Next" button are also present.

The "You & Your Family" section is expanded, showing a dropdown menu with "Personal Information", "Dependents", "Employment", and "Life Events". The "Life Events" option is selected, and a sub-menu is open with "Change My PIN" and "Information to ensure it is correct and complete, if anything is incorrect and/or needs to be changed, please update with your department. Human resource staff as soon as possible. Click the Next button when you are finished." A note states: "* A VALID E-MAIL ADDRESS IS REQUIRED." Below this is the "Personal Info" section with the following fields:

- Name: [Text Input] (with sub-labels: First, MI, Last, Suffix)
- Date of Birth: [Text Input]
- SSN: [Text Input]
- Gender: Male Female

The "Contact Info" section is partially visible at the bottom of the page. The browser's taskbar at the bottom shows the date and time as 4:08 PM on 3/22/2017.

5. Choose: I wish to change the beneficiary of one or more of my benefits



6. Click Next to continue

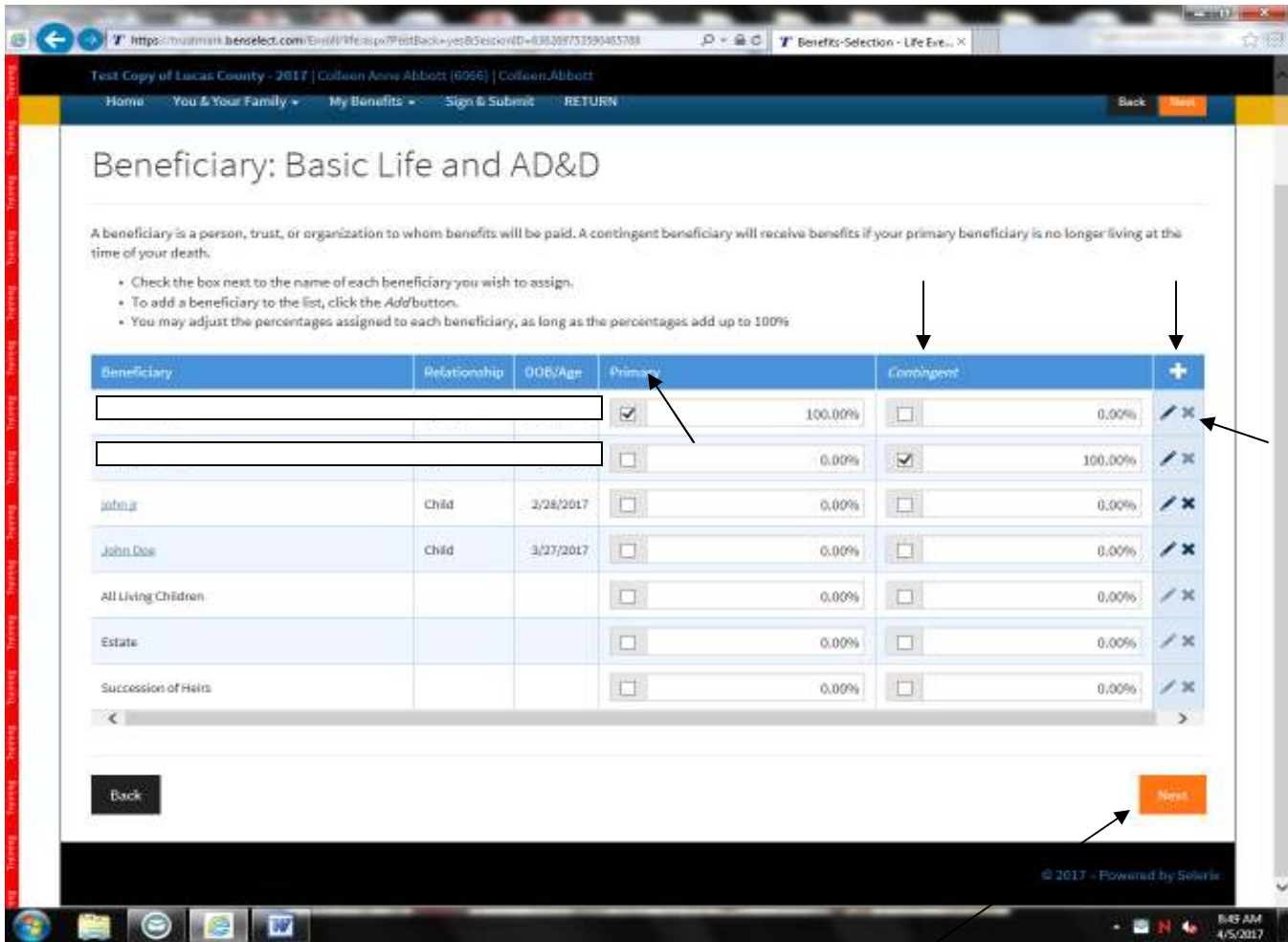
7. Select Plans: It will bring up all benefit plans you are enrolled in that include beneficiaries. It will also have checked all boxes for each benefit plan listed, indicating you would like to make beneficiary changes to all. Deselect any check boxes you do not wish to make changes to. Make sure only those plans you wish to make a change to are selected. For example: below I only want to make a beneficiary change to my basic life & AD&D benefit plan. I left that box checked and deselected the check box for my other two benefit plans.

The screenshot shows a web browser window displaying the 'Select Plans' page on the Lucas County website. The page title is 'Select Plans' and the subtitle is 'Please select the plan(s) in which you want to change the beneficiary, then press Next'. There are three benefit plans listed, each with a checkbox and a table of beneficiary information. The 'Basic Life and AD&D' plan is selected, while the other two are not. A 'Next' button is highlighted with an arrow.

Plan	Beneficiary						
	Name	Relationship	Address	Phone	Percent	Type	
<input checked="" type="checkbox"/> Basic Life and AD&D	[Redacted]				100.00	Contingent	
	[Redacted]				100.00	Primary	
<input type="checkbox"/> Voluntary Employee Term Life and AD&D	[Redacted]				100.00	Primary	
	[Redacted]				100.00	Contingent	
<input type="checkbox"/> AB Group Indemnity Medical 2	[Redacted]				100.00	Primary	
	[Redacted]				100.00	Contingent	

8. Click Next to continue

9. It will then open and bring up the first benefit plan you selected you wished to make a change to. Make changes to your beneficiaries. You can make changes to any current beneficiaries as Primary or Contingent. If you would like to add any other beneficiaries not listed click the + sign. If you would like to remove any beneficiaries click the x icon on the far right side of the beneficiary you wish to remove.



10. Click next to continue

11. If you selected more plans to make changes to it will bring up the next benefit plan. Make changes to your beneficiaries. You can make changes to any current beneficiaries as Primary or Contingent. If you would like to add any other beneficiaries not listed click the + sign. If you would like to remove any beneficiaries click the x icon on the far right side of the beneficiary you wish to remove.

12. Once you have made all beneficiary changes to each benefit plan you selected it will bring you to the Confirm Page.

Enter your PIN (Last 4 of SSN and last 2 of birth year) and click the orange check box to continue.

The screenshot shows a web browser window displaying the Lucas County website. The page title is "Life Event: Please Confirm". Below the title, there is a statement: "By entering my PIN below, I am formally changing the beneficiary information on the specified life and/or disability plans." The form contains a "PIN:" field with a masked input (seven asterisks) and an orange checkmark button to its right. Below this is a "Reason for change:" dropdown menu with "Beneficiary change" selected. A black "Back" button is located at the bottom left of the form area. An arrow points from the text "click the orange check box to continue" to the orange checkmark button. The browser's address bar shows a URL starting with "https://www.lucaskbenselect.com/". The page footer includes "© 2017 - Powered by Selerix".

14. Review your Benefit Confirmation Form and Sign. Your electronic signature is your PIN. (Last 4 of SSN and last 2 of birth year)

Lucas County

Additional Plan Information Here

Review / Sign Forms

Benefit Verification / Deduction Confirmation

Reason for Completing Form

Address

Work Phone Home Phone E-mail

Benefit Deduction Summary

Plan	Product	Benefit Ctg.	Benefit Amount	Decl. Cycle	Employee Cost	Employer Pct/Rate	Employee Cost Pct/Rate
Medical and Vision	Frontpath	FA		35	421.85	0.00	0.00
Dental	Lucas County Traditional Dent	FA		35	88.45	0.00	0.00
Prescription Drugs	Hemlock Health Solutions	FA		35	120.85	0.00	0.00
Basic Life and AD&D	Basic Life and AD&D	EO	40,000	35	0.24	0.00	0.00
Dependent Care FSA	Blended						
Frontpath Disability Income	Blended						
Long Term Disability	Blended						
Voluntary Employee Term L	Blended						
Voluntary Spouse Term Life	Blended						
Voluntary Child Term Life	Blended						

Your total deductions per pay period: \$ 0.00

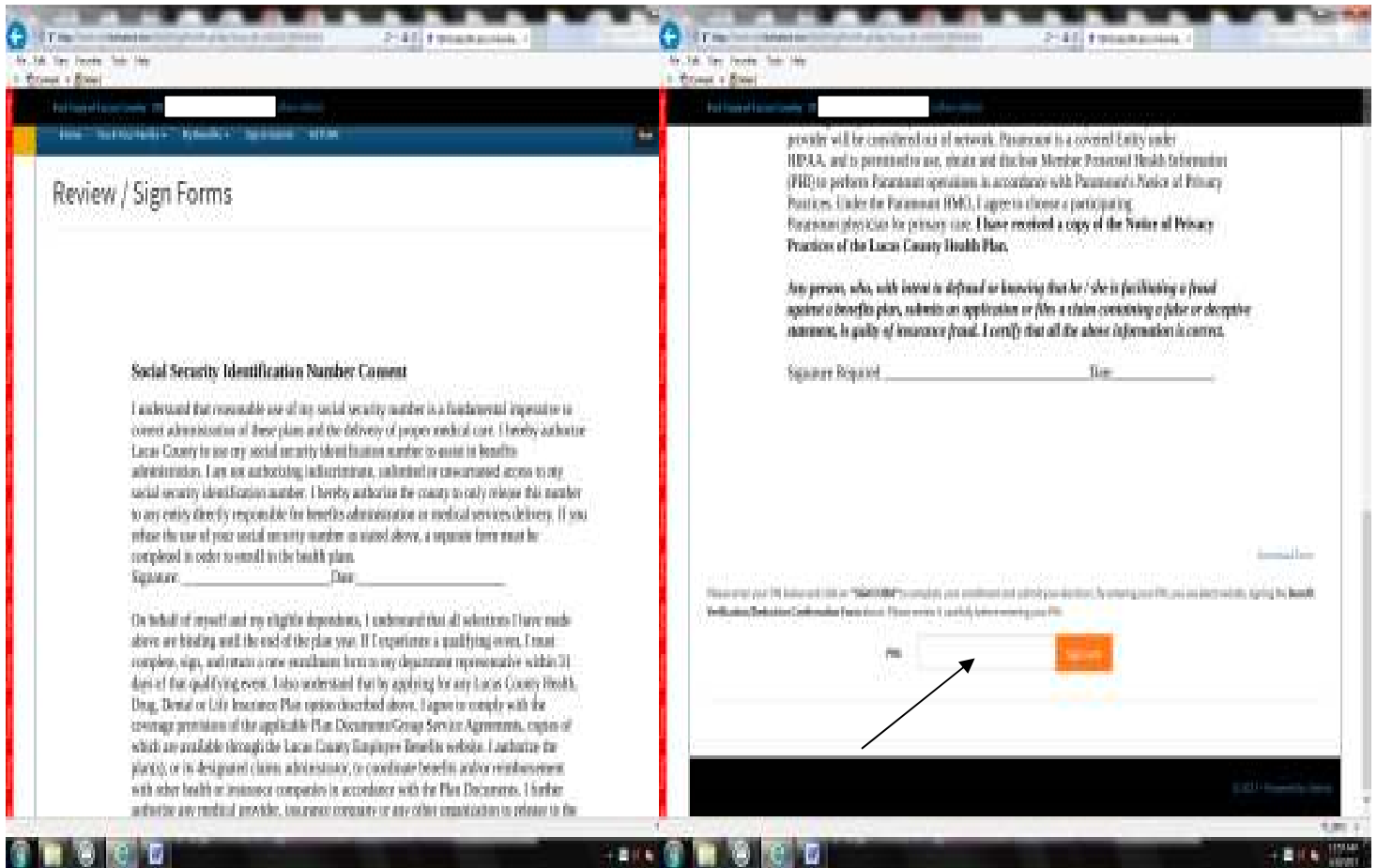
Total Deductions

Electronic Signature

Pin

Sign

15. Review Social Security Identification Number Consent Form and Sign. Your electronic signature is your PIN. (Last 4 of SSN and last 2 of birth year)



16. Once you have signed both forms you will see Sign/Submit Complete and Congratulations letting you know your enrollment is finished.

The screenshot shows a web browser window displaying the Lucas County enrollment system. The page title is "Sign/Submit Complete" and "Congratulations!". The user is identified as "ollie Abbott". The page includes a navigation menu with "Home", "You & Your Family", "My Benefits", "Sign & Submit", and "RETURN". A "Logout" and "Back" button is also present. The main content area displays a recap of the user's elections for Medical and Vision coverage. The product name is "Frontpath" and the coverage level is "Employee+Family". Below this, a table lists the beneficiaries:

First Name	MI	Last Name	DOB	Sex	Relationship
				M	Spouse
				F	Employee
John		DOE	3/5/2017	M	Child

17. If you have any questions or would like assistance with processing your Enrollment/Change please call Strategic Enrollment Services (SES) at 419-930-5977 or Employee Benefits at 419-213-4211.