

HOW TO ENROLL ONLINE NEW HIRE ENROLLMENT 2010-2011

1. Before you log on to enroll in your benefits, you will need the following:
 - a. Your Social Security number,
 - b. Social Security number(s) and birth dates of any dependents you will be enrolling
 - c. Access to a computer printer to print out your Enrollment Confirmation Sheet.
 - d. If you have other insurance you will need an ID card.
2. To access the online enrollment system, log on to the Internet. In the address line, type the following: <http://mcbenefits.org> and press Enter. On the next screen, click on **Ready To Enroll**.
3. **To Log on** enter the last four (4) digits of your social security number and the first four (4) letters of your last name, (if you have less than four (4) letters in your last name, just use your last name). If you exit the Benefits system the data will not be saved.
4. Click on the **New Hire Enrollment** link.
5. **Read the the Enrollment Agreement** and if you accept the terms of the agreement, click the **ACCEPT** button. (Please note you will not be able to enroll for benefits until you accept the enrollment agreement.)
6. **Updating Your Dependents** click **Update** or **Delete** to correct existing information for all eligible dependents on the screen. Use full and complete names including middle initials. Birth dates and Social Security numbers are required. To add a dependent, click on the **Add Dependents** box.
7. When finished entering the information for an eligible dependent, click on the **Add Dependent** button.
8. Once you have entered all your eligible dependents, click the **Continue Enrollment** button.
9. **Enrolling for Benefits**
 - Medical:** Click on the plan and level of medical coverage of your choice, provide your marital status and indicate if you or your spouse has other group coverage. If you waive medical coverage you must provide proof of other medical coverage. If you are married to another Montgomery County employee and they currently cover you under their plan, you cannot be covered twice, nor can you receive the waiver.
 - Dental:** Select your dental plan and level of coverage or choose to have no coverage.
 - Choice Spending Account:** Make monthly elections for Health Care, Dependent Care, or both.
 - Basic Life Insurance** List your beneficiaries for your county paid life insurance policy.
 - Supplemental Life** Select your desired level of coverage or choose to have no coverage if you wish to purchase additional life insurance above the guaranteed amount you must complete a Statement of Health form and fax it to MetLife for approval within 30 days of your hire date.
 - Short Term Disability(STD)** Accept or decline coverage.
 - Vision:** Select your desired level of coverage or choose to have no coverage.Once you have finished, click on **CONTINUE ENROLLMENT PROCESS** at the bottom of the screen.
10. If you waive medical coverage, enter the insurance information for your other coverage, then click **Continue**.
11. **Confirming Your Benefits Enrollment** double-check your elections and verify that they are correct then click on **SUBMIT ENROLLMENT**.
12. Click on the **EXIT AND PRINT ENROLLMENT** button at the bottom of the screen in the pop-up window choose your printer and click on the **PRINT** button.
13. Keep a copy of the print out for your records it is proof of the coverage you elected. You will **NOT** receive a copy of your enrollment in the mail.