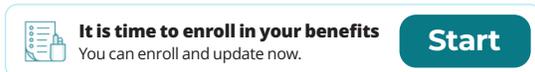


9 Easy steps to employee enrollment.

1. Log in to Ease per the instructions you have received from your HR administrator or Broker.*

2. Click **Start**.



3. Follow the prompts on each page to complete your benefits enrollment — Click **Continue** to proceed to the next section.



4. Verify your personal information is correct and enter in any of your dependent information.

5. If requested during the enrollment process, provide any emergency contacts, employment documents, Medicare status, previous/current coverage and/or health information.

6. Select your benefit by choosing **Enrolled** or **Waived** for each plan — Click **Continue** to proceed to the next benefit.



7. You will then be prompted to provide any missing data. Once you have done this, you will be able to sign and review your forms using your mouse or mobile device.



8. Before you review your forms, you will need to first type your name, then sign your signature and follow the prompts to finish.



9. If you have questions, please reach out to your HR administrator or Broker.



*We recommend using either Google Chrome or Firefox as your browser for the optimal experience.