

# Enrolling Is Easy

## Get started

Visit [www.benefitsolver.com](http://www.benefitsolver.com) and login by entering your user name and password. If you are a first-time user, click on 'Register' to set up your user name, password and security questions. Our 'Company Key' is **soc** (note: it's case sensitive).

## Forgot your password?

1. Visit [www.benefitsolver.com](http://www.benefitsolver.com) and click on the 'Forgot your password?' link.
2. Enter your social security number, company key and date of birth.
3. Answer your security phrase.
4. Enter and confirm your new password, then click 'Continue' to return to this page and login.

## Begin enrollment

Click 'Start Here' and follow the instructions to enroll in your benefits or waive coverage.

You must make your elections by the deadline located under the 'Start Here' button. If you miss the deadline you will waive any electable benefit coverage, and have to wait until the next annual enrollment period to enroll.

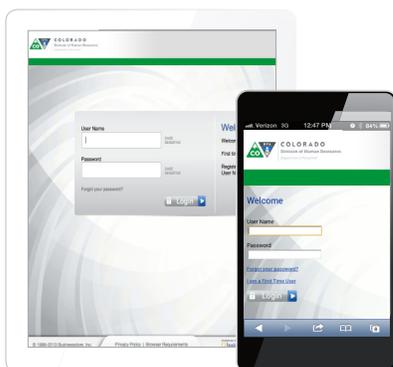
## Wondering what something means?

View the online glossary in the 'Reference Center.'

## Want to review your current plan?

You have year-round access to your benefit summary and specific benefit elections at [www.benefitsolver.com](http://www.benefitsolver.com).

1. Click 'Benefits Summary' in the 'Benefits' tab.
2. Review your current plan.



## Scan & Enroll

Enroll in your benefits from your mobile device. Visit [www.benefitsolver.com](http://www.benefitsolver.com) or simply scan this QR code and tap your way through your elections. If you don't already have a QR code reader on your smart phone or tablet, download one from your device's app store.



**COLORADO**

Division of  
Human Resources

Department of Personnel & Administration

[www.benefitsolver.com](http://www.benefitsolver.com)

Company key: soc

Toll-free: 303-866-3434

**Medical**

Your election is irrevocable and cannot be changed during the plan year, except as provided in the State of Colorado Salary Reduction Plan document.

For additional information relating to the Medical Plans, select the Reference Center icon above.

**UHC and Kaiser medical plans Now include vision coverage as of 07/01/2013. By enrolling in one of the medical plans below you will be automatically enrolled in vision coverage at no additional cost.**

	Your Cost Semi-Monthly
<b>Select</b> UHC PPO CO-Pay Choice Plus Employee Only	\$36.02
Employee and Spouse	\$144.56
Employee and Children	\$82.63
Family	\$217.87

**Total Employee Cost**  
\$0.00\*  
Semi-Monthly

**FY2015 Annual Enrollment**

- Personal Information
- Dependent Information
- Election Information
  - Medical \$0.00
  - Dental \$0.00
  - Vision \$0.00
  - Basic Life \$0.00

## Make your elections

Review your options as you walk through the enrollment process. Click 'Select' on the plan(s) you choose. Track your choices along the enrollment bar which updates with your total cost.

If you have any questions as you go through enrollment call 303-866-3434.

Use the 'Reference Center' to help you make elections.

**Review Enrollment**  
FY2015 Annual Enrollment

**You're not done yet. This is your last chance to review before you confirm your elections.**

After you have verified that all your information is correct, click on the "Approve" button to continue to the final step.

**Confirmation**

created. Understand that your open enrollment choices WILL NOT be processed and WILL NOT be effective July 1, 2014. Selecting "I Disagree" has the effect of canceling the corrected choices you just made.

If you have any other questions, please contact your Agency HR/Benefits office.

**Total Employee Cost**  
\$14.48\*  
Semi-Monthly

**Personal Information** Edit

ZZtest ZZtest  
123 Test Ln  
Denver, CO 80505  
Secondary Email  
Address: m@m.com  
Alternate Address City:  
Alternate Address  
Primary Phone Number: 555-555-5555  
Secondary Phone Number: 555-555-5555

**Total Employee Cost**  
\$14.48\*  
Semi-Monthly

## Review your elections

Review, edit and approve your personal information, elections, dependents and total cost.

## Approve

Once you have reviewed your elections and they are accurate, click 'Approve.'

## Confirm your choices

Your enrollment isn't complete until you confirm your benefit elections.

**Transaction Complete**

A Confirmation of benefits and beneficiary designations **WILL NOT** be mailed to you.

It is your responsibility to review your benefit selections.

To review your current benefit elections, go to "Benefits" in the blue bar above and

**Confirmation Number**  
1118068841

## Print

Print your election information and confirmation number for future reference.

**REACH FOR THE PERKS**  
Click here to enroll in the CafeWell wellness program.

**Enroll as Easy as 1-2-3**

ZZtest, welcome to your one-stop for all your benefits-related needs!

Enrolling in your benefits is simple and valuable time spent.

- Explore your options.
- Select the benefits that fit your needs.
- Confirm your choices.

**START HERE**  
change my benefits

**Reason for Change**

Select the reason for change that applies and enter the date of the event.

**ENROLLMENT**  
New Hire Enrollment  
Open Enrollment

**LIFE EVENT**  
Marriage  
Marriage/Divorce  
Divorce

## Make mid-year changes

The benefit elections you make will remain in effect until the end of the plan year, unless you are affected by one of these life changing events:

- Getting married or divorced,
- A change in job status (for you or an enrolled dependent),
- Having a baby or adopting a child, or
- An enrolled child turning 26.

If you experience any of these qualifying events, you must provide the required supporting documentation and make changes within **30 days** of the event.

1. Login to [www.benefitsolver.com](http://www.benefitsolver.com).
2. Click on the 'Start Here' button to change your benefits or your basic information.
3. Select the life event button and make your changes.

