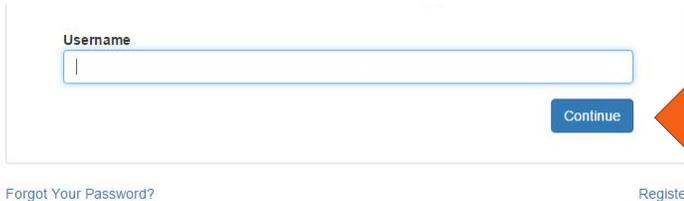


Eligible employees can enroll in available benefits options through their employer online using the Employee Self-Service (ESS) Portal.

Go to: helpside.com

Click on Employee and then ESS



A screenshot of a web form for logging in. It features a text input field labeled "Username" with a cursor inside. To the right of the field is a blue button labeled "Continue". Below the field, there are two links: "Forgot Your Password?" on the left and "Register" on the right. A large orange arrow points from the right towards the "Continue" button.

Enter your username

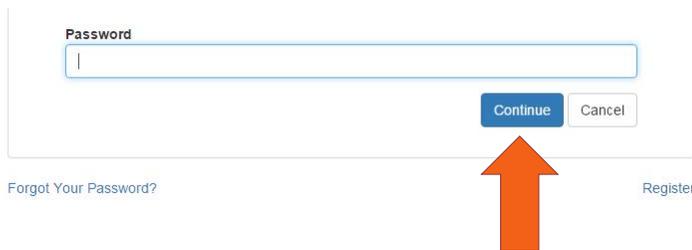
Click on: **Continue**

Enter your password you created

Click on: **Continue**

If you forgot your password, use the **Forgot Password** link.

If you haven't registered for the ESS portal, click on: **Register**



A screenshot of a web form for logging in. It features a text input field labeled "Password" with a cursor inside. To the right of the field are two buttons: a blue "Continue" button and a white "Cancel" button. Below the field, there are two links: "Forgot Your Password?" on the left and "Register" on the right. A large orange arrow points from the bottom towards the "Continue" button.

After logging in, you will be taken to the main Dashboard seen below.

To access the Benefits Enrollment tool:

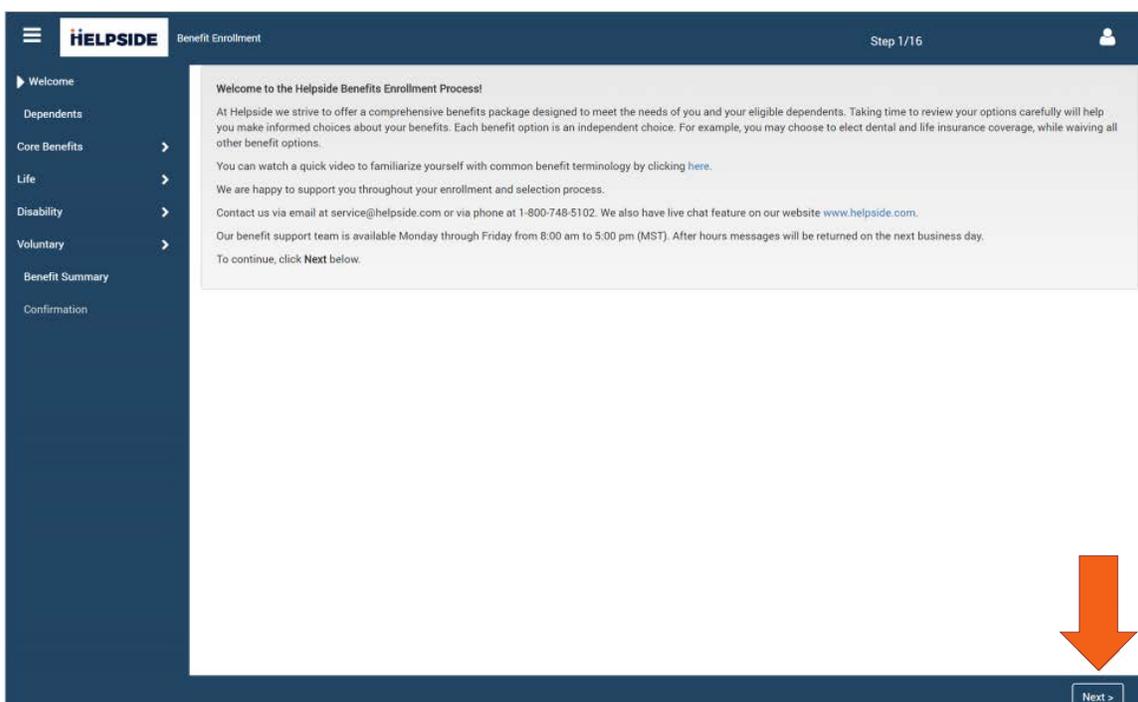
Click on: **Benefits**



Click on: **Benefits Enrollment**



From here you will be taken to the Online Benefits Enrollment Tool. This has all of the information for available benefits including plan descriptions, pricing, and some helpful videos. After reading the introduction, click on: **Next**



On the Dependents screen, click on the **Add dependents** to enter the information for any dependents you would like to participate in any of the available benefits options. For each election, you will be able to choose from the dependents added on this screen to participate.

Dependents

Please list eligible dependents you would like to include on any of your benefit plans. Each benefit option is an independent choice. For example, you may cover dependents on medical, and not on vision. Eligible dependents include your spouse and dependent children under age 26. Children may include natural born children, stepchildren, children legally placed for adoption, and legally adopted children. Children may also include foster children and children of legal guardians if certain conditions are met. Please contact Helpside for additional information.

Name	Relationship	Age	Gender	Tobacco User	Disabled	Student	Status
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[+ Add Dependent](#)

[Next >](#)

Once you have added all possible dependents, click on **Next**

If you need to edit information for a dependent, you can do that in the Dependent section of the ESS Portal.

BENEFITS

MYSELF TIME REPORTING BENEFITS PAYROLL DOCUMENT CENTER

Dependents Benefits Enrollment Benefit Enrollment Confirmations Benefits Summary Flex Spending 401K Summary

Now you will navigate through each of the screens for the available benefits options. A running total of the monthly premiums for your elections will be shown at the top of the screen.

If you do not want to participate in a particular option (for example, you do not want dental coverage) click on the waiver box before clicking **Next** to advance to the next screen.

You will not be able to navigate past the Life Insurance screen until you either enter a beneficiary or waive coverage. If coverage is waived, this can be changed later.

You must either make an election or choose the waiver box for each benefits option in order to complete your enrollment.

The screenshot shows the 'Benefit Summary' screen in the HELPSIDE system. The navigation menu on the left includes: Welcome, Dependents, Core Benefits (Medical, FSA, HSA, Dental, Vision), Life (Basic Life, Voluntary Life), Disability (Long Term, Short Term), and Voluntary (Accident, Critical Illness, Hospital). The main content area displays the following table:

Policy	Covered	Primary Care Physician	Effective date	Cost
Health MedSave 2	(EE)		06/01/2018	\$0.00

Below the table, there are sections for FSA, HSA, Dental, and Vision. The HSA section shows a table with the following data:

Policy	Covered	Annual Contribution	Effective date	Cost
HSA Retained	(EE)	\$600.00	03/21/2018 - 12/31/2018	\$100.00

The Dental and Vision sections indicate that the benefit election was waived. At the bottom of the screen, there is a '< Back' button and a 'Submit' button.

Once you have completed all of the available benefits options, you will be taken to your Benefits Summary. Here you can see your monthly premium total as well as your selection for each benefit.

Along the left side of the screen, you will see a navigation menu. A green check mark means that a benefit has been elected. A grey check mark means that a benefit has been waived. If you missed an option it will be shown in red, you will not be able to click on **Submit** to finalize your enrollment until you either mark and election or check the waiver box. Click on the benefit to revisit that page and make your election or waiver.

Once you submit all of your elections, you will be taken to a final confirmation screen.

On this screen, you will need to check the box for the enrollment confirmation, type in your full name (as shown in the upper right-hand corner of the screen) and then click on **Complete Enrollment** to submit your elections to Helpside for processing.



HELPSIDE Benefit Enrollment Step 16/16

Benefit Enrollment Terms and Conditions

Please note that the enrollment period ends on the day your benefits go into effect. Your elections become effective as indicated in the previous election screens. If you do not complete your benefit selections during the specified period, you will not be enrolled. In some cases you will not be able to change your medical plan option until open enrollment. You cannot start, stop, or change coverage until the next open enrollment without a qualifying event.

To complete your benefit enrollment, simply check the box stating that you agree with these terms, and enter your name in the signature text field. We are happy to support you throughout your enrollment and selection process.

Contact us Monday - Friday, 8 AM to 5 PM MST
Benefits Support: service@helpside.com
Phone: 1-800-748-5102

Thank you.

I understand the information presented to me about the plans and I have made the coverage selections as indicated. I understand that the coverage shall become effective only in accordance with the provisions of such agreements or group policies. I understand that I must maintain eligibility requirements for these benefits. I authorize Helpside to make deductions from my earnings for my share of the cost, if any, of the benefits to which I may become entitled. I also understand that coverage may not be changed until Open Enrollment, or within 31 days of qualifying events. I understand that if I am waiving coverage for myself or any dependents that I may be eligible to enroll with a special enrollment situation, as long as I request enrollment within 31 days. I authorize EMI Health to share PHI concerning me and my family, including adult dependents, with any health care provider. I certify that the information I have provided on this form is true and complete. I understand I have a duty to review my check vouchers to confirm Helpside has properly implemented my deductions. Furthermore, I have a duty to inform Helpside if I discover any discrepancy between my pay records and my premium deductions. I understand that my failure to report any discrepancy may result in a delay in refund, collection of missed premiums, or a loss of ability to elect or change plans.

Full Name : ✔ Accepted

[< Back](#) [Complete Enrollment](#)

Please save a copy of your enrollment form for your records. A copy will also be available in the Employee Self-Service (ESS) Portal.

If you have any questions about available benefits, enrollment, or the employee self-service portal, please contact a member of the Client Success team at Helpside at 1-800-748-5102 or service@helpside.com.