



Guide to Online Benefits Enrollment System

Welcome to *Bellevue Benefits!*

Bellevue Benefits is an online enrollment system for your benefits enrollment.

Note: You must click Finish at the bottom of the Confirmation Statement screen at the end for your election to be complete!

1. To get started, enter <https://cityofbellevuehr.workterra.net> in your browser.
2. Enter your **User Name**: Your User Name is your full last name and the first four digits of your birth date (MMDD).

Name	Date of Birth	User Name
Mary Smith	10/05/1985	Smith1005
Mary Smith-Jones	05/24/1972	Smithjones0524
John Doe Jr	02/18/2001	Doejr0218
John Doe III	07/01/1965	Doelll0701

3. Enter your **Password**. Your password is initially set to your full last name (lowercase) and last four digits of your Social Security number. You will be prompted to change your password once you have logged into the system.
4. Once you are logged into your account you will be redirected to the Employee Usage Agreement as well as the Legal Agreement. Please review both pages to ensure you understand your responsibilities. Click "Continue" after each page.
5. Next is the **Bellevue Benefits Welcome Page** where you should read the pertinent information about enrollment. Click "Continue" to move to the next screen.
6. On the **Change Password Page** you will be prompted to answer security questions and change your password. Your password must contain a minimum of eight characters, including one uppercase, one lowercase, one number, and one special character.
7. **Need help?** Call 1-833-207-4373 Mon -Fri 6:00 am to 6:00 pm or 1-888-604-3819 Mon-Fri 8:00 am to 5:00 pm
8. Enter your **dependents** who you will be enrolling in medical, dental and/or vision or your spouse, domestic partner or child(ren) who you will be naming as a beneficiary for your life insurance.
9. Continue through the benefit screens to make your elections.
10. **Beneficiaries** must be entered or confirmed during your benefit enrollment, as this is the system of record for purposes of paying the appropriate person should there be a life claim due to your death. Select your primary and contingent beneficiaries using the drop box, adding beneficiaries if needed, and assign the percentage to be paid. Beneficiaries may be updated anytime.

GETTING TO KNOW OUR BENEFITS WEBSITE

The **Home Page** is where you manage your benefits.

Squares on Left. From this area you can change your Password, view your enrollment summary, and view your personal information.

Left-hand Symbols. Each of the symbols on the left-hand side of the screen provide you with access to even more helpful information. Using the expandable menu you can:

- View and manage your benefits
- Download forms and plan summaries
- View and/or save your Benefit Confirmation Statement (which verifies your coverage)

Troubleshooting

Some of the more common problems you may run into are Web browser related. Internet Explorer, Firefox, Safari and Chrome all display websites in different ways.


- If you are having problems with buttons, drop-down menus or other functions, try using Internet Explorer.
- If you experience problems connecting to the secure enrollment site, check to be sure that you entered "https://" before the Web address in your browser.
<https://cityofbellevuehr.workterra.net>
- Another helpful tip: Use the "back" button near the bottom of each enrollment page to go back to the previous page instead of clicking the "back" button of your browser.

Online Enrollment Tips

Need to Exit before Finishing?

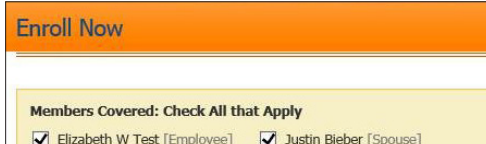
If you need to exit before finishing your enrollment – it's fine! You can return to your enrollment any time before the enrollment deadline ends. Please note that you will need to review and confirm each benefit election by clicking on "Continue" on each benefit screen. This will take you to where you stopped before exiting.

Waiving a Benefit

You can waive some benefits and elect not to participate. To do this click on the  box in the upper right corner.

Enrolling Dependents

On each benefit election screen you will need to select your dependents who should be enrolled and covered. After you have checked the appropriate box(es), click the "Enroll" button.



Enroll Now


Members Covered: Check All that Apply

Elizabeth W Test [Employee] Justin Bieber [Spouse]

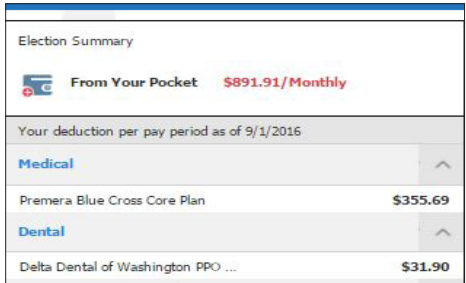
If you make a change to a dependent, you must click the  button again. You will not be able to uncheck "Employee Coverage" for any reason.


If you don't have the green "Enrolled" banner  across the benefit you are **not** enrolled!

Election Summary

Navigating Back – Simply click on any round green icon  and select the appropriate benefit.

Each time you enroll in a benefit, you will receive a "pop-up" advising that you completed the enrollment for that benefit. The Election Summary—on the right side of your screen—will update your benefit elections and the costs as you go through the enrollment process.





Election Summary	
 From Your Pocket	\$891.91/Monthly
Your deduction per pay period as of 9/1/2016	
Medical	
Premera Blue Cross Core Plan	\$355.69
Dental	
Delta Dental of Washington PPO ...	\$31.90

Completing Enrollment

After electing your benefits you will receive a **Confirmation Statement** that includes:

- Demographic information
- Dependent information
- Beneficiary information
- Enrollment Summary
- Your waived benefits

When you have verified that the **Confirmation Statement** is correct, you can print a copy by clicking  in the upper right corner of the screen.

IMPORTANT: Click  at the very bottom of the Confirmation Statement screen. You will receive a "pop-up" advising you have completed your enrollment. If you do not click on "Finish" your benefit election is not completed – it will remain open and incomplete.