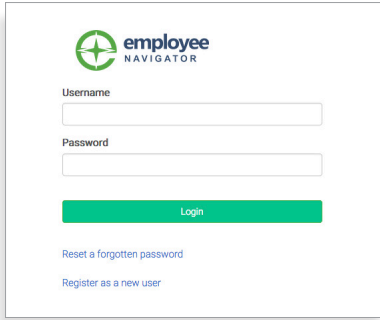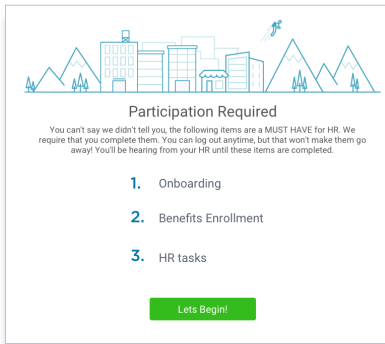# ENROLL IN YOUR BENEFITS: One step at a time

Step 1: Log In

Go to www.SSULTD.com/Mentor/ and click **Login**

- Returning users: Log in with the username and password you selected. If you cannot remember your password, click Reset a forgotten password.

- First time users: Click on Register as a new user. Create an account, and create your own username and password. You will need to enter your first and last name, your date of birth, the last four digits of your social security # and your company identifier: Mentor

- You will then create your user name and password.

Step 2: Welcome!

After you login click **Let's Begin** to complete your required tasks.
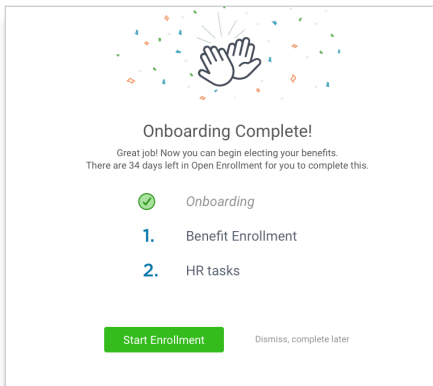
Step 3: Onboarding (For first time users, if applicable)

Complete any assigned onboarding tasks before enrolling in your benefits. Once you've completed your tasks click **Start Enrollment** to begin your enrollments.

> **T I P**
>
> if you hit "**Dismiss, complete later**" you'll be taken to your Home Page. You'll still be able to start enrollments again by clicking **"Start Enrollments"**
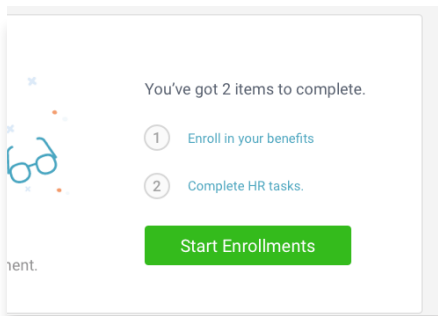
Step 4: Start Enrollments

After clicking **Start Enrollment**, you'll need to complete some personal & dependent information before moving to your benefit elections.

> **T I P**
>
> *Have dependent details handy. To enroll a dependent in coverage you will need their date of birth and Social Security number.*

Step 5: Benefit Elections

To enroll dependents in a benefit, click the checkbox next to the dependent's name under **Who am I enrolling?**

Below your dependents you can view your available plans and the cost per pay. To elect a benefit, click **Select Plan** underneath the plan cost.

Who am I enrolling?

- Myself
- ☐ Elizabeth Reynolds (Spouse)
- ☐ Gwen Reynolds (Child)

$138.46
Cost per pay period

Effective on 08/01/18
Employee

Compare   Details   Selected

How much will it cost?

Plan Cost	Employer Contribution		My Cost
$138.46	−	$ 138.46	= $0.00

View employer contributions summary

Save & Continue

Don't want this benefit?

Click **Save & Continue** at the bottom of each screen to save your elections.

If you do not want a benefit, click **Don't want this benefit?** at the bottom of the screen and select a reason from the drop-down menu.

Step 6: Forms

If you have elected benefits that require a beneficiary designation, Primary Care Physician, or completion of an Evidence of Insurability form, you will be prompted to add in those details.

Enrollment Summary

Below is a summary of your elections and cost for the upcoming plan year. If you have any questions or would like to make changes, please contact HR.

View Steps ∧

⚠ **Enrollment Not Complete!**
Please complete the required highlighted steps from your enrollment progress menu.

Enrolled Plans

Medical   Collapse ∨

Key Care HSA PPO2017 404E2435 Long Plan Name

Progress 6 of 8 ⓘ

✓ 1. Personal Information
✓ 2. Dependent Information
✓ 3. Medical
⚠ 4. Dental
✓ 5. Vision
✓ 6. HSA
✓ 7. FSA
→ 8. Enrollment Summary

Step 7: Review & Confirm Elections

Review the benefits you selected on the enrollment summary page to make sure they are correct then click **Sign & Agree** to complete your enrollment. You can either print a summary of your elections for your records or login at any point during the year to view your summary online.

TIP

If you miss a step you'll see **Enrollment Not Complete** in the progress bar with the incomplete steps highlighted. Click on any incomplete steps to complete them.

High Five! Enrollment Complete!

You've only got one more item to complete.

✓ *Enroll in your benefits*

1.   HR Tasks

Start Tasks   Dismiss, complete later

Step 8: HR Tasks (if applicable)

To complete any required HR tasks, click **Start Tasks**. If your HR department has not assigned any tasks, you're finished!

You can login to review your benefits 24/7