

How to Enroll for Benefits – New Hires

SmartBen is our online enrollment tool. The site is accessible 24 hours a day, 7 days a week at aegisliving.smartben.net or by accessing the **SmartBen NOW** app using your smart phone or tablet. The following tips will help you prepare and complete the online enrollment process.

What You'll Need to Enroll

- Social Security Number and Date of Birth for a spouse or dependents you plan to cover.
- Beneficiary contact information for any applicable benefits

Steps to Complete Your Enrollment

- **Log on** to aegisliving.smartben.net or access the SmartBen NOW App



Apple



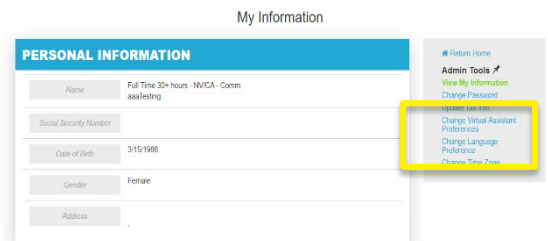
Google

Your Username: AEG + your 5-digit Aegis ID number. If you have a 4-digit ID number, enter a 0 before your ID number.
 Example Username: AEG12345 for ID number 12345 or AEG01234 for ID number 1234

Password: Your date of birth formatted as MMDDYYYY
 Example Password: 06101964 for date of birth June 10, 1964

To Change Language Preference:

- Once logged in, you can change your language preference to either Mandarin or Spanish. On the upper tabs, click My Info and My information. Under Admin Tools, click Change Language Preference and select the language in the drop down. Also change Virtual Assistant Preference.



Go to Benefits Enrollment > New Hire Enrollment

- Click on the Home tab. You will see a Benefits Enrollment box containing a countdown of the number of days remaining in your enrollment window.
 - Select **Begin Enrollment**.
 - Select **Annual Enrollment** under the Available Enrollments

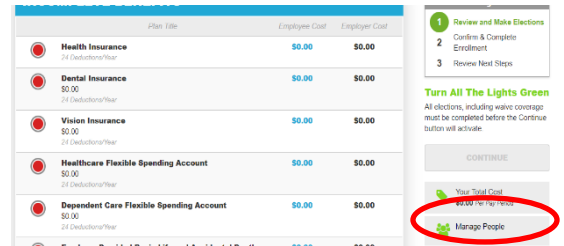
Review and Elect Your Benefits

- You will see a list of all benefit options.
- You must make an election for each benefit listed with a Red Dot.
- As you enroll and complete each benefit election, the dot for that benefit will turn Green. Each dot must turn to Green to proceed. To enroll or make changes, click on a Benefit.

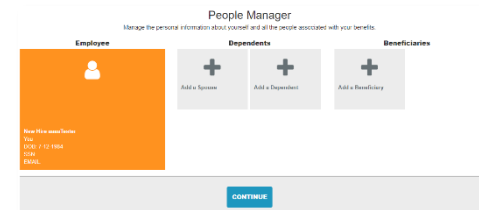
INCOMPLETE BENEFITS			
Benefit	Plan Type	Monthly Cost	Employee Cost
Health Insurance	Voluntary Coverage	\$5.00	\$5.00
Dental Insurance	Voluntary Coverage	\$5.00	\$5.00
Vision Insurance	Voluntary Coverage	\$5.00	\$5.00
Healthcare Flexible Spending Account	Voluntary Coverage	\$5.00	\$5.00
Dependent Flexible Spending Account	Voluntary Coverage	\$5.00	\$5.00
Employee Flexible Basic Life and Accidental Death & Dismemberment	Voluntary Coverage	\$0.00	\$0.50
Voluntary Employee Life Insurance	Voluntary Coverage	\$5.00	\$5.00
Voluntary Employee Accidental Death and Dismemberment	Voluntary Coverage	\$5.00	\$5.00
Voluntary Spouse Life Insurance	Voluntary Coverage	\$5.00	\$5.00
Voluntary Dependent Life Insurance	Voluntary Coverage	\$5.00	\$5.00

Dependents and Beneficiary Information

- If you plan to add a dependent or beneficiary, click on Manage People on the right side of the page.



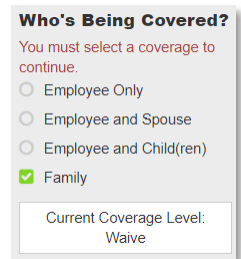
- Select Add a Spouse or Add a Dependent for each new dependent. You will need the dependent SSN and date of birth to continue. **TIP:** If you wish for this individual to also be a named beneficiary, check the box at the bottom of the page “Would you Like to Create a Beneficiary Record”? This will save you the step of adding a beneficiary separately. Select Continue.



Select your Benefit Level and THEN Benefit Option

Once you are within the benefit (e.g., Health Insurance),

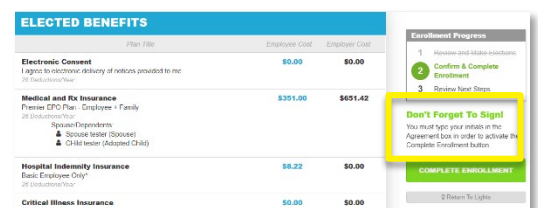
- First, select the desired level of coverage under **Who’s Being Covered to the right. Your benefit options and cost for each option will then display.**
- Then, **select** the plan option (e.g. Core Medical). The cost per pay will appear. Click on the Blue Select button for your choice.
- Once selected the benefit will turn Green, you can then select Continue.
- Final step, you must select the check box next to each dependent’s name to assign them (enroll them) to the benefit (e.g., Medical) for that dependent to be enrolled.



Finalizing Your Enrollment – Don’t forget to initial and complete your enrollment. You must enroll no later than 8:59 pm on your Benefit Eligibility date!

Proceed and make an election for each benefit. Once all elections are complete, each benefit should have a green light.

- Review your Elected Benefits carefully to confirm each is reflecting your choice.
 - If changes need to be made, click the benefit to change.
 - Once everything is correct, click Continue until you reach the Almost Finished... page.
 - To confirm your enrollment, enter your initials under Agreement and select Complete Enrollment. (required step)
 - You may make changes to your elections until the open enrollment deadline.



Next Steps

- You will receive notice that your enrollment has successfully completed. You can then print your statement for your records.
- You may have additional activities to complete such as a Personal Health Statement for life insurance. This is displayed here.

