

# 4 WAYS TO ENROLL DURING OPEN ENROLLMENT

#### SELF-ENROLLMENT ONLINE

- Go to the Jackson Open Enrollment website at JacksonBenefits.org and select "Self Enroll Online."
- To access your account, you will need to register for a username and password (if you have not already done so).
- You will need your name, your mailing ZIP code, a valid email address and only one of the following, (not all three IDs): Your SSN, your Employee ID, or your FBMC Member ID
- You will use the email address and a password you select to access your enrollment and account information on myFBMC.com.

#### **ONSITE ENROLLMENT**

For assistance in scheduling an onsite enrollment session, call 866-998-2915 or simply visit JacksonBenefits.org to access the appointment scheduler and select an onsite enrollment session date.

During Onsite enrollment, the following safety measures will be in place to protect employees and staff against the spread of COVID-19:

- Benefits Counselors will be screened daily according to CDC guidelines, including temperature screening
- 2. Counselors will wear face masks at all times

- Meeting spaces will be sanitized between each appointment
- 4. Social distancing of six feet or more will be observed between Counselors and employees
- A desk shield will be in place between Counselors and employees
- A thorough response procedure is prepared for any potential COVID 19 exposure

#### TELEPHONIC ENROLLMENT

For assistance in scheduling a telephonic enrollment session, call 866-998-2915 or simply visit JacksonBenefits.org to access the appointment scheduler and select a telephonic session date. You'll receive a follow up phone call from a highly trained Benefits Counselor at your scheduled appointment time.

#### VIRTUAL ENROLLMENT SESSION

For assistance in scheduling a virtual enrollment session, call 866-998-2915 OR simply visit JacksonBenefits.org to access the appointment scheduler and select a virtual enrollment session date. You will receive a follow up phone call from a highly trained Benefits Counselor, who will provide you a link to join your virtual session. You must prepare to have your session in front of a computer (no cell phones or tablets).

### **Before You Start Your Web Enrollment**

Prior to enrolling in your benefits online, it is to your advantage to thoroughly review your enrollment materials. If you are ready to enroll, but need assistance, contact FBMC Service Center at 855-56JHS4U (855-565-4748).

Once you have the answers you need, you may begin the enrollment process.

Be sure to have the following information available before you begin the enrollment process:

- Social Security numbers (SSN) for all your dependents.
- Dates of birth for all your dependents.
- Proof of eligibility for all your dependents.
- Primary Care Physician (PCP) if electing health insurance.

#### **How to Enroll Online**

- Go to the Jackson Open Enrollment website at JacksonBenefits.org and select "Self Enroll Online."
- 2 Log On You will be directed to the FBMC homepage (myFBMC.com). Enter your username and password.

#### **Username and Password**

To access your account, you will need to register for a username and password (if you have not already done so). You will need your name, your mailing ZIP code, a valid email address and **only one of the following, (not all three ID's)**: Your SSN, your Employee ID or your FBMC Member ID. You will use the email address and a password you select to access your enrollment and account information on myFBMC.com.

If you forget your password, click the "Forgot your password?" link for help, or you may contact a Service Center Representative at 855-56JHS4U (855-565-4748).

Note: Please be sure to keep this Reference Guide in a safe, convenient place, and refer to it for benefit information.



<b>Record Your Password Here.</b>
Remember, this will be your password for web access.

# HOW TO ENROLL

#### **Access Your Web Enrollment**

After entering your username and password at myFBMC.com, click the "Open Enrollment" link. A second "Open Enrollment 2021" link will then be provided - select this link to access your open enrollment application.



## 4 Verify Your Dependent and Demographic Info

You can add dependent information by clicking on the "+". You may update dependent information by clicking on the person's name. You may remove dependents by clicking on the "\" icon.



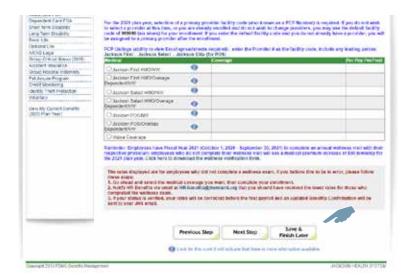
## **HOW TO ENROLL**

## **Begin The Enrollment Process**

For each benefit, choose your coverage level or election amounts and then go to the next benefit. Continue until enrollment is complete. If you decide to waive a benefit, you must select "waive" to continue to the next benefit.

You may save your enrollment session progress and return later to complete the enrollment at any point once you have started the benefit selections by clicking the "Save & Finish Later" tab at the bottom of the screen.

If you are interested in electing or making a change to your voluntary benefits, please make an appointment with an Enrollment Counselor by going to JacksonBenefits.org and selecting "Make an Appointment."





#### **Print and Keep Your Confirmation Notice**

Once you have completed the enrollment process, you will receive a confirmation number and be able to print a confirmation notice for your records.

You may access the web enrollment 24 hours a day, 7 days a week, to make changes to your benefit selections. You have until the end of Open Enrollment period to make any changes to your benefits.

