



Employee Online Enrollment Guide

- Get online
- Enter the following address into your browser:
<https://www.eenroller.net/login.asp?ST=HTTU1113>
- Your user name is the First Letter of your First Name + Last Name (Up to 11 Letters) and the last four digits of your social security number (no spaces/no hyphens). Example: John Employee - JEMPLOYEE9999.
- Your password is the last four digits of your social security number.

[Click here if you have forgotten your User Name or Password](#)

Review your personal information on the My Family page

It is important to review all of your personal information to ensure accuracy.

Steps

1. Click your name to update your personal information. You can also change your password in this area.
2. Click here to add your spouse.
3. Click here to add your dependents.

The screenshot shows the "BENEFITS" portal for Polaron Inc. The user is logged in as Jerry Abel. The page displays personal information for the employee and a dependent child, Johnny Abel. A callout box points to the navigation menu, and numbered steps (1, 2, 3) are overlaid on the page to guide the user through the enrollment process.

Employee Information:

Name	SSN	Address	DOB	Gender	Contact	Approved
Jerry I Abel	000-00-0000	2112 White Pine Road #34, Jasper, TX 56390	2/13/1979	Male		Submitted

Dependents Information:

Name	SSN	Address	Status	DOB	Gender	Approved	Tasks
Johnny Abel	100-00-0001	2112 White Pine Road #34, Jasper, TX 56390	Dependent Child	1/1/1982	Male	Submitted	Delete

Navigation Menu: BENEFITS | Election Summary | Edit Family | Resource Library | News & Alerts

Buttons: Proceed to Log Out, Undo Last Change, Add A Family Member, Add Spouse, PROCEED TO MY BENEFITS >

Enroll in your benefits

If your enrollments have not been previously set up in the system, you can make your selections by following the instructions below.

Steps

1. Click a link under the **Benefits** menu to review a particular category of benefits.
2. In each benefit block, make a selection from your list of **Manage Benefit** options.

[Demonstrator Refresh](#) [To Top](#)

Quick Links (15 total)
[Medical](#)
[Health Savings Account](#)
[Medical Care FSA](#)
[Dependent Care FSA](#)
[Dental](#)
[Vision](#)
[Core Life](#)
[Long Term Disability](#) **1**
[Short Term Disability](#)
[Optional Life](#)

Costs
 Total Cost of Elections: \$0.00
 Total Benefit dollars: \$0.00
 Out of pocket expense: \$0.00

Long Term Disability

2 **MANAGE BENEFIT**

Add: Initial Population
 Add Coverage: (Prompt Effective)
 Add or View Plan Options: New Hire

Short Term Disability

MANAGE BENEFIT

Change existing benefits

Your current elections will appear in a similar fashion as shown in the picture below. To make a change, select an option from the list in the **Manage Benefit** section.

Steps

1. Click here to select a **Manage Benefit** option. The system will guide you through the process of making changes to your elections.

Medical Sample PPO Plan [Action](#) | [History](#) | [Edit](#) | [Enrollment Recap](#)

Elite Health

Status:	Active
Activity:	6/2/2014
Coverage:	Employee Only
Total Premium:	\$592.00 (Monthly)
Employee Cost:	\$125.00 (Semi-Monthly)

1 **MANAGE BENEFIT**

SSN	Type	Group Number	Provider	Action	Effective	Approved	Sent
543433456	EMP	H200_2 Blue Shield PPO		Change	6/2/2014	Pending	

Finalize your Changes

You can review your changes during the log out process.

SUMMATION - Amounts per (Semi-Monthly) pay period

Total Cost of Elections:	\$500.00
Total Benefit dollars:	\$0.00
Out of pocket expense:	\$500.00
Enrollment update	

REVIEW & FINALIZE

NOTE: This button may not appear at the bottom of your Benefits page if you have made no changes during this session. In this case, you may log out.

Logging out will give you a final opportunity to review and print your Election Summary

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