

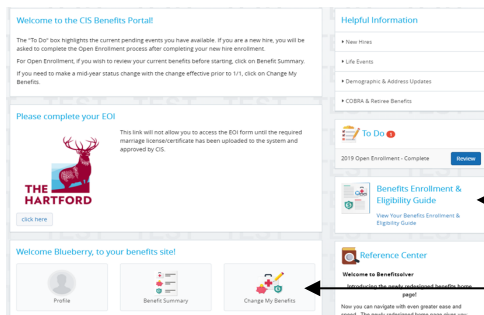


cis benefits
cisbenefits.org



Enrollment Quick Guide

To start the enrollment process, visit www.cisbenefits.org and look for the Open Enrollment link. You will then be transferred to the enrollment system — Benefitsolver, on the CIS Benefits Portal.



Mid-year life event during Open Enrollment

If you have a qualifying event (e.g. new hire, marriage, birth, etc.) during Open Enrollment, process the change online using the event (e.g., marriage) first. Then complete the Open Enrollment event. If you use the Open Enrollment Event to process a life event (e.g., adding a new spouse due to marriage), coverage will not be effective until Jan. 1, instead of the date of marriage.

Getting started

Login to your account using the User Name and Password you created when you registered for your account.

As a reminder, the company key, your user name, password and security questions are all case sensitive.

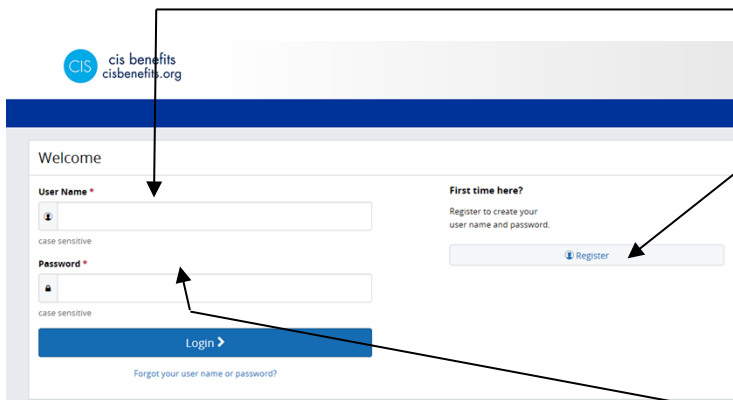
First time here?

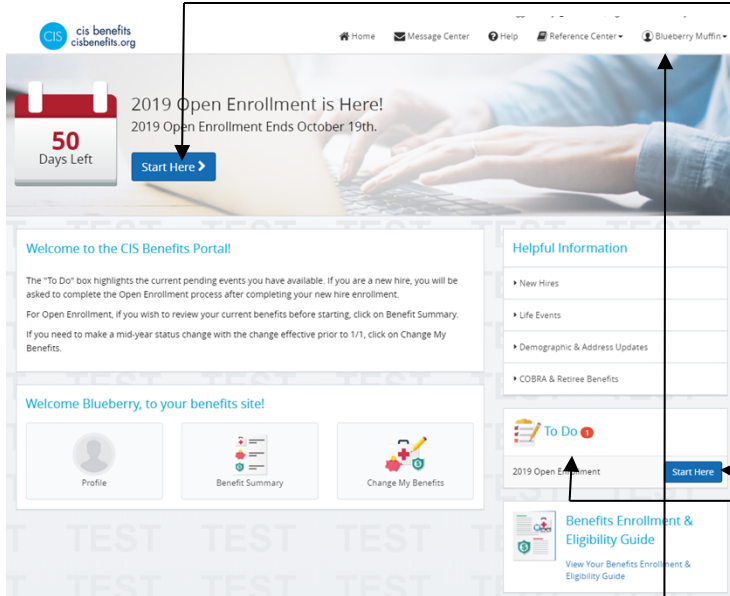
If you are a first-time user to the Benefitsolver enrollment system, click on **“Register.”** The Company Key — CIS — may or may not pre-populate. You are required to enter your Social Security number (SSN) and date of birth to validate you are eligible to enroll. You will then create your user name, password and select your security questions.

Forgot your user name or password?

Returning users, if you forgot your user name and/or password, follow the steps below:

1. Click on the “Forgot your user name or password?” link. *Note – this will not work if you haven’t created a login yet
2. Enter the Company Key (CIS), SSN and date of birth
3. Answer your security question
4. Enter and confirm your new password, then click “Continue” to return to this page and login





Begin enrollment

Click **“Start Here”** and follow the instructions to enroll in your benefits or waive coverage. You must complete the enrollment process by the deadline located next to the “Start Here” button. If you miss the deadline, you waive any electable benefit coverage, and cannot enroll until the next open enrollment period.

Work phone numbers are required to be entered so CIS can contact you when working through claims/carrier issues. If you don’t have a work phone, please contact HR for a generic one to use.

If adding dependents during the enrollment process, you will be required to upload a marriage and/or birth certificates. Certificates must be uploaded by Nov. 30, or dependents will not be covered.

To upload required documentation (during the enrollment process or at a later date within your enrollment window), go to the home page and click on “View Details” in the To Do box.

Looking for more information?

View plan summaries and other benefit related information by clicking “Reference Center” in the main navigation.

Want to review your current plan?

You have year-round access to your benefit summary and specific benefit elections at www.cisbenefits.org. Log in and then:

1. Click your name and then “Benefits Summary”
2. Review your current plans

Make your elections

Review your options as you walk through the enrollment process. Click “Select” on the plan(s) you choose.

Need help?

If you have any questions or need assistance, please call the CIS Benefits Hotline at 855-763-3829. If you get voicemail, please leave a message and we will call you back within 1 business day.

- Do not click the “Live Chat” button as the Businessolver staff are unable to answer questions.

Tier	Your Cost (Monthly)
Employee	\$65.94
Employee and Child	\$122.30
Employee and Spouse/DP	\$139.72
Employee and Children	\$164.97
Employee and Family	\$190.19

Review your elections

Review, edit and approve your personal information, elections, and dependents.

Review Enrollment
2019 Open Enrollment

Please review the following information. After you have verified that all your information is correct, click on the 'Approve' button. If you would like to make changes or new selections, simply click on the 'Edit' link to the right of the area in which you would like to make the changes.

The total cost represents the cost of the benefits not requiring approval.
*Benefits requiring EOI are not included in the cost.
Dependents will be retroactively removed from coverage if required documentation is not provided within the required timeframe.

About You

Personal Information

Blueberry P. Muffin
1212 Court Street
Salem, OR 97201
US

Date of Birth: 03/03/1963
Work Phone: 503-763-3829

Gender: Male

Dependent Information

Beneficiary Information

Previous

Total Employee Cost: \$889.44 Monthly

Approve

Approve

Once you have reviewed your elections and they are accurate, click "Approve" to continue.

Confirm your choices

Your enrollment isn't complete until you confirm your benefit elections by clicking "I Agree."

If you have enrollment pending Hartford Evidence of Insurability (EOI) and/or dependent documentation for dependents added, you will see the Action Required screens with instructions. If you don't complete the actions here, these links will be available on your homepage. *Please note: the EOI link will not allow you to access the EOI form until the required dependent documentation has been uploaded to the system and approved by CIS.*

Confirmation

By selecting "I Agree", you have confirmed your elections for the 2019 plan year and you will receive a confirmation message in your Message Center.

By selecting "I Disagree", your elections will not be submitted and you will need to contact your employer.

If you have any questions, please call the CIS Benefits Hotline at 855-763-3829.

*Benefits requiring EOI are not included in the cost.

By submitting my elections, I understand that once the enrollment period is closed, my elections cannot be changed until the next open enrollment period, unless I experience a status change during the year that is defined as a qualified event under the plan. I certify that the dependents enrolled meet the CIS definition of an eligible dependent. I understand if misrepresentations are made that CIS, the insurer, or the claims administrator may deny, modify or cancel coverage and/or take any other legal action available by law.

By submitting my elections, I authorize my employer to deduct my share of the cost of the coverage from my pay on a pre-tax basis, where applicable or offered by my employer. This authorization remains in effect until coverage is terminated.

I Disagree

Total Employee Cost: \$889.44 Monthly

I Agree

Print

If you want, you can print your election information. Then Logout or go back to your Home page.

Thank You!

Transaction Complete

Your information has been submitted.
Select Home to return to your benefits home page or Log Out to end this session.

Confirmation Number
766-73-90-906

Home

Logout

Make mid-year changes

The benefit elections you make will remain in effect until Dec. 31, 2019, unless you experience a qualified status change. Please see the Benefits Enrollment & Eligibility Guide provided with your Open Enrollment materials or in the Reference Center for details.

Welcome to the CIS Benefits Portal

The "To Do" box highlights the current pending events you have available. If you are a new hire, you will be asked to complete the Open Enrollment process after completing your new hire enrollment.

For Open Enrollment, if you wish to review your current benefits before starting, click on Benefit Summary.

If you need to make a mid-year status change with the change effective prior to 1/1, click on Change My Benefits.

Please complete your EOI

This link will not allow you to access the EOI form until the required marriage license/certificate has been uploaded to the system and approved by CIS.

THE HARTFORD

click here

Welcome Blueberry, to your benefits site!

Profile

Benefit Summary

Change My Benefits

Helpful Information

- New Hires
- Life Events
- Demographic & Address Updates
- COBRA & Retiree Benefits

To Do

2019 Open Enrollment - Complete

Review

Benefits Enrollment & Eligibility Guide

View Your Benefits Enrollment & Eligibility Guide

Reference Center

Welcome to Benefitsolver

Introducing the newly redesigned benefits home page!

Now you can navigate with even greater ease and speed. The newly redesigned home page gives you:

Browser Requirements

To ensure that internet browsers communicate securely with the Businessolver website, they have upgraded the Transport Layer Security (TLS) 1.2 protocol. To test whether your browser is compatible or not, please visit <https://origin-dev.benefitsolver.com/benefits/BenefitSolverView> and log in with the same username and password used for www.benefitsolver.com (the CIS enrollment site). If you successfully navigate to the page, your browser supports TLS 1.2. If you can't navigate to the page, then you will need to upgrade your browser.

This site is best viewed with the most-recent, stable versions of the browsers listed below, all of which are freely available for download* from their respective websites:

- Firefox
- Chrome:
- Edge

Older browsers, such as Internet Explorer, will have problems.

*Please contact your IT department/service provider if you need assistance with upgrading.

Useful information about using the Benefitsolver site:

- The suggested minimum screen resolution is 1024 x 768.*
- You must have cookies enabled to use portions of Benefitsolver.com.*
- You must have Javascript enabled.*
- You must have stylesheets enabled.*

*By default, the above items are enabled upon initial installation of a browser.

Experiencing "slowness" in the site?

If you are experiencing a general slowdown in response time while using the system, there could be a number of contributing issues. The most likely possibility is the network you are currently working from is not running at optimal speeds. To test the performance of your network, visit www.speedtest.net to determine network speed.