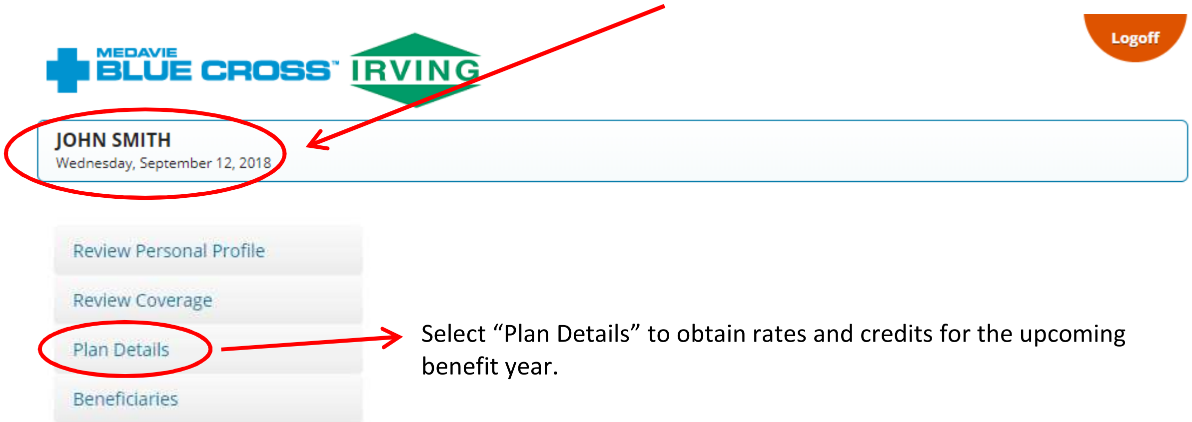
Flexit360 System – Re-enrollment Guide

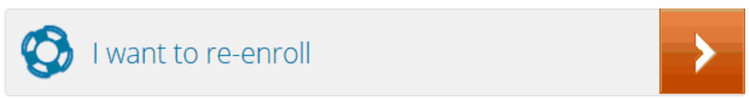
Begin your re-enrollment

1. Once you have successfully logged in to Flexit360, verify your account name.



Select "Plan Details" to obtain rates and credits for the upcoming benefit year.

2. Once you have confirmed your information and reviewed updated rates and credits, select "I want to re-enroll" from the welcome page



NOTE: *You are not required to complete your re-enrollment all at once. If you log off, all of your selections will be saved to allow you to continue your re-enrollment at a later time. However, the re-enrollment must be completed and confirmed prior to the close of the re-enrollment period.*

System Navigation

The "Progress Bar" will indicate the progress of your re-enrollment.

1. Complete your re-enrollment by navigating through each of the steps using the buttons located at the top and bottom of the screen. Use the "next" button to progress to the next step, the "previous" button to return to the previous screen, or the "cancel" button to cancel your re-enrollment and return to the main screen.

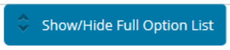
2. Selecting the "Help" Button will provide a description for this benefit.

3. To obtain additional information specific to your plan's coverage, hover your pointer over the "Information" Icon.

4. Info Select "Info" in the top right corner of the screen to view documents associated with your benefits plan.

5. The “Change” and “Delete” icons allow you to modify or delete information.

6. Selecting “Show/Hide Full Options List” will expand the current list to display all available options.



7. A gray checkmark indicates that the option is mandatory.

8. A yellow star indicates that your selection is pending and will be effective once applicable paperwork has been submitted and processed.

9. Navigate between English and French by selecting “English” or “Français” at the bottom of the screen.

Reviewing/Selecting Benefits

The first pages of the system allow you to update information and collects information like smoker status and dependent information that is required to properly display your benefit choices and costs.

1. **Confirming Dependents**
   It is important to review the current dependents information on file.

   NOTE: If you need to change dependents for the current year coverage, please contact your benefits administrator prior to re-enrolling.

2. **Life Insurance Beneficiaries**
   Review your Life Insurance beneficiaries.

   NOTE: If there is no beneficiary listed, it is mandatory to set up your beneficiary for all life insurance.

3. **Benefits Selection Pages**
   You will then proceed through several pages that provide information and choices available in your specific benefits plan. Refer to the System Navigation section of this guide when working through these screens

   Your JDI credits will appear across the top of the page as you navigate through re-enrollment.

   JDI Credits – Displays the total credits available to use towards your benefit selections. Hover over for more details.

   JDI Credits Remaining – Displays remaining/unused credits. Some credits have already been allocated based on your current year’s selections and will change as you process your re-enrollment.

   Total Per Pay Deductions – Displays per pay deductions associated with your benefits. Hover over for more details.

4. **Final Allocation Page for any remaining credits**

   Review your choices on this page for any remaining credits you may have. It is recommended that you go through the page in order from top to bottom. You can change allocations here and see the impact on your per pay deductions. Once all benefit selections have been completed and all remaining credits have been allocated you can complete your re-enrollment.

Important tips for completing this page …

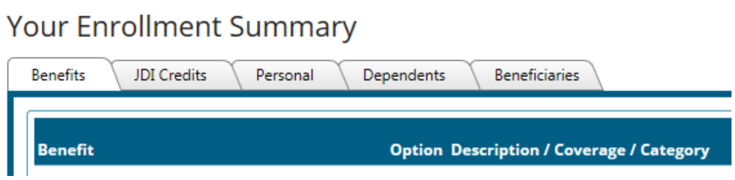
Allocating credits to a health account such as **Health Spending Account (HSA) or Retirement Health Insurance Program (RHIP) will improve the tax effectiveness of your plan if you have out of pocket expenses.**

Allocating variable credits to the mandatory **GRSP,** (up to the maximum), if available, will **reduce per pay deductions**.

If you still have available credits after allocating the maximum to your mandatory GRSP, you can put the balance into the voluntary GRSP.

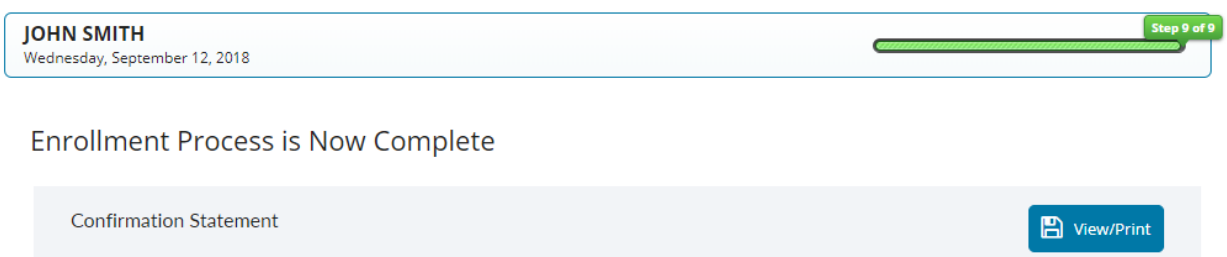
Completing Your Re-enrollment

1. **Enrollment summary**
   Review the summary of your benefit selections before confirming your re-enrollment, by reviewing the information in **each tab** at the top of the page. Select the "Change" button to make any changes.



2. **CONFIRM YOUR RE-ENROLLMENT**
   Selecting "Confirm" will complete your re-enrollment.

3. **View and Print Confirmation Statement**
   Once confirmed, your re-enrollment is complete. You can view your confirmation statement and save as a pdf or print by right-clicking on the statement and selecting print.



4. **Modify My Re-enrollment**
   You can still modify your choices any time prior to the close of the re-enrollment window. To do this, log back in and select "Modify my re-enrollment".

WARNING

You may have pending documents!!

IMPORTANT! Any pending documents must be printed and signed as indicated on the instructions on the form itself. Please follow the instructions on the form in order to ensure your change is effective.

If you require assistance please contact your Benefits Administrator.

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