

Using Your Benefits Enrollment System



Welcome to the Valley Bakers Cooperative Association benefits enrollment system that provides you around the clock, 365 days* access to:

- ◆ View current benefit information
- ◆ View/change your personal data
- ◆ Make benefit elections
- ◆ Make qualifying life event changes

Information Required to Get Started:

- ◆ Your Social Security Number
- ◆ Full Name and Date of Birth
- ◆ Social Security Number (*for dependents over age 1*)
- ◆ Address (*if different than yours*)

Accessing the System:

1. To access the Benefits Enrollment System, type the following URL into your web browser:

www.valleybakersbenefits.com

2. If you are a first-time user, click on 'Register' to set up your user name, password and security questions. The Company Key is **benefits** (note: case sensitive)

DO NOT SHARE YOUR LOGIN OR PASSWORD WITH ANYONE.

Forgot your password?

1. Enter your social security number, company key and date of birth.
2. Answer your security phrase
3. Enter and confirm your new password, then click 'Continue' to return to the login page and login.

Begin Enrollment:

To change personal information, begin a qualifying event enrollment, or enter annual enrollment elections:

- ◆ Click 'Start Here'.
- ◆ Follow the instructions to review/update your personal/dependent information.
- ◆ Click on 'Select' to enroll in a plan
- ◆ Use the 'Next' or 'Previous' buttons to navigate between each page.
- ◆ Click 'Approve' and 'I Agree' to confirm your choices.

As a final step, we strongly encourage you to print your election information and confirmation number for future reference.

NOTE: After 20 minutes of inactivity, the system times out, and you'll have to log back in.

Manage Your Benefits Throughout the Year

The Benefits Enrollment system does more than capture your benefit choices. You can use the system link to find information on managing your benefits throughout the year such as:

- ◆ Benefit Summaries, Booklet-Certificates, Summary Plan Descriptions, and Glossary of Terms
- ◆ Costs
- ◆ Contact Information
- ◆ Additional Resources

If you experience any difficulties using the system, please contact: Teresa McMahon at teresam@valleybakers.com or at 920-560-3212.