



Employee Online Enrollment Guide

- Get online
- Enter the following address into your browser:
<https://www.eenroller.net/login.asp?ST=CTWD0188>
- Your user name is the first six letters of your last name and the last four digits of your social security number (no spaces/no hyphens). Example: George Washington - WASHIN9999, or Jane Doe - DOE9999.
- 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 Polarsen Inc. BENEFITS portal. At the top, there is a navigation bar with the company logo, the word "BENEFITS" in large letters, and several menu items: "Election Summary", "Edit Family", "Resource Library", and "News & Alerts". A "Proceed to Log Out" link is also visible. Below the navigation bar, the user's name "Jerry Abel" is displayed. A callout box points to the navigation bar with the text "Use these menus to navigate". Below this, there is a message: "Please review the information below. Add any family member you wish to enroll in your benefit offerings." The main content area is divided into two sections: "Employee" and "Dependents". The "Employee" section shows a table with columns: Name, SSN, Address, DOB, Gender, Contact, and Approved. The row for Jerry Abel has a circled "1" next to his name. The "Dependents" section shows a table with columns: Name, SSN, Address, Status, DOB, Gender, Approved, and Tasks. The row for Johnny Abel has a circled "3" next to his name. There are also links for "Add A Family Member" and "Add Spouse" with a circled "2" next to them. At the bottom right, there is a large orange button that says "PROCEED TO MY BENEFITS >".

Polarsen Inc. **BENEFITS** Election Summary Edit Family Resource Library News & Alerts Proceed to Log Out

Your Personal Information: Jerry Abel

Please review the information below. Add any family member you wish to enroll in your benefit offerings.

Employee [Undo Last Change](#)

Name	SSN	Address	DOB	Gender	Contact	Approved
Jerry Abel 1	000-00-0000	2112 White Pine Road #34, Jasper, TX 56390	2/13/1979	Male		Submitted

Dependents [Add A Family Member](#) [Add Spouse](#) 2

Name	SSN	Address	Status	DOB	Gender	Approved	Tasks
Johnny Abel 3	100-00-0001	2112 White Pine Road #34, Jasper, TX 56390	Dependent Child	1/1/1982	Male	Submitted	Delete

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

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 [Option](#) | [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)

MANAGE BENEFIT

1

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