



MISSOURI EDUCATORS' TRUST
Online Benefit Administration System
Open Enrollment Process

Follow the step by step instructions below to complete your benefit enrollment process.
Information reflected is for illustrative purposes only and is not specific to your district.

PORTAL AVAILABLE APRIL 29TH – MAY 10TH

You must complete the open enrollment process during this period.
FAILING TO DO SO WILL RESULT IN COVERAGE BEING TERMINATED JUNE 30, 2019.

Step 1

- Go to www.benefitsolver.com

Step 2

- First time users must Register by clicking on the Register button
- If you are not a First time user go to Step 6

Welcome

User Name case sensitive

Password case sensitive

Login >

Forgot your user name or password?

First time here?
Register to create your user name and password.

Register

Step 3

- Enter Company Key (MET), Social Security Number, Date of Birth
- Continue

Info Create Confirm Login

Info

Company Key All fields are required.

Social Security Number If you don't already have your Company Key, contact your benefits administrator.

Date of Birth

Cancel Continue >

Step 4

- Create User Name, Password, and Security Questions
- Continue

The screenshot shows a web form titled "Create Account" with a navigation bar at the top containing "Info", "Create", "Confirm", and "Login". The form is divided into two columns. The left column contains input fields for "User Name" (with a "case sensitive" label), "Password", "Confirm Password", and "Security Question" (a dropdown menu with "Please Select" as the selected option). Below the dropdown is a "Security Answer" field. The right column contains instructional text: "Below you must create a User Name and Password. The User Name must not contain any spaces and be at least 8 characters long. If the User Name you have chosen is already in use, you will be instructed to choose a different one. The Password must also be at least 8 characters and contain no spaces. A combination of numbers and letters is required for your Password. In addition, please select a security phrase and complete the answer to this question in the space provided. This will be used if you forget your password and need assistance in recovering it. Note: Your User Name, Password, and Answer to the Security Phrase are case sensitive. You must enter your information in the correct case when accessing the site in the future." At the bottom right of the form are "Cancel" and "Continue >" buttons.

Step 5

- Continue

The screenshot shows a web page titled "Confirm" with a navigation bar at the top containing "Info", "Create", "Confirm", and "Login". The main content area contains the text: "You have successfully registered. Click the 'continue' button and enter your new information on the login page." At the bottom right of the page is a "Continue >" button.

Step 6

- Enter User Name and Password
- If you are not a first time user, after you Login go to Step 9

The screenshot shows a web page titled "Welcome" with a navigation bar at the top. The page is divided into two columns. The left column contains input fields for "User Name" (with a "case sensitive" label) and "Password" (with a "case sensitive" label). Below these fields is a "Login >" button. At the bottom of the left column is a link: "Forgot your user name or password?". The right column contains the text "First time here?" followed by "Register to create your user name and password." and a "Register" button.

Step 7

- Select Yes/No
- Continue



Let's Get Started

Getting Started Details

Please read the following information. After you have read the information either accept or decline the agreement by clicking on the appropriate button below. If you agree, you will be directed to the next step. If you decline, you will be returned to the login page and will have to contact your benefits administrator to enter the system.

By clicking "Accept" below, I hereby consent to the use of Electronic Signatures as my formal acceptance of all electronic records covered by the Electronic Signature in Global and National Commerce Act of 2000 (ESIGN) which includes documents, forms, account applications, electronic trade confirmations, statements, agreements, and prospectuses. I also consent to receive certain employee benefit plan information through electronic media. I understand it may be necessary for me to inform the company if my email address changes or if I prefer to receive the communication at a different email address. I also understand that I may withdraw this consent at any time by completing a similar form stating I no longer consent to electronic communication. In addition, I understand that I may request a paper version of the electronically furnished documents free of charge if I am unsuccessful at printing the document.

Do you agree?

Yes No

Log Out

Continue >

Step 8

- Enter email address, phone number, and click "opt in" to receive text updates
- Continue

Personal Preferences

Please make your personal preferences selection below and click the "Continue" button.

Contact Preferences

Email Address

Primary

All emails will be sent to this address

Personal Email Address

Primary

Cell Phone Number

Opt Into Text

555-867-5309

Continue >

Step 9

Plan information is located in the Reference Center

- Click on either **CONTINUE** button to begin Enrollment Process

MET

Home Message Center Help Reference Center Jan Doe

2017 Dental and Vision Open Enrollment is Here!
2017 Dental and Vision Open Enrollment Ends September 15th.

3 Days Left

Continue

THIS IS A TEST SITE. YOUR CHANGES WILL NOT BE SAVED! Please go to www.benefitsolver.com

Welcome to the East Newton Co. R-VI School District benefits enrollment site!

To Do

2017 Dental and Vision Open Enrollment - In Progress

Continue

Welcome jan, to your benefits site!

Profile

Benefit Summary

Change My Benefits

Questions

- Enroll
- Life Events
- New Hires

Reference Center

- Medical Insurance Information
- Dental & Vision Insurance Information



Step 10

- Start Enrollment

Benefit Enrollment

Let's Get Started

Missouri Educators' Trust Open Enrollment

Welcome to the 2017 Open Enrollment for Dental and Vision Products. You are requested to use this tool to select or waive benefit elections that become effective September 1, 2017. The 2017 Open Enrollment period gives you the opportunity to elect or waive coverage and/or add/remove family members from coverage.

Things to remember:

- This is an ACTIVE ENROLLMENT. You must enroll in benefits by the end of the Open Enrollment period.
- Please review your Open Enrollment Summary once you are finished and reach out to your district with any questions.

Start Enrollment

Step 11

- If not completed, Select Yes/No for tobacco use, enter email address and phone numbers
- Next

The screenshot shows the 'New Hire Enrollment' interface for 'Step 11: Personal Information'. The left sidebar contains navigation options: 'About You', 'Personal Information', 'Dependent Information', and 'Benefits'. The main content area is titled 'Personal Information' and 'Your Information'. It contains a form with the following fields and values:

First Name:	John
Middle Initial:	
Last Name:	Doe
Suffix:	
Social Security Number:	007-63-4221
Date of Birth:	03/06/1982
Gender:	Female
Marital Status:	
Address 1:	123 Main Street
Address 2:	
City:	Diamond
State:	MO
ZIP:	64042
Do you or your spouse use tobacco products?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Email Address:	<input type="text" value="myemail@domain.com"/>
Confirm Email Address:	<input type="text" value="myemail@domain.com"/>
Home Phone:	<input type="text" value="000-000-0000"/>
Work Phone:	<input type="text" value="000-000-0000"/>

At the bottom of the form, there are two buttons: 'Previous' and 'Next'.

Step 12

Dependent Information

- Click Add Dependent button (if applicable)
- Click Next if no additions necessary

The screenshot shows the 'New Hire Enrollment' interface for 'Step 12: Dependent Information'. The left sidebar contains navigation options: 'About You', 'Personal Information', 'Dependent Information', and 'Benefits'. The main content area is titled 'Dependent Information' and includes the instruction 'Please attach your dependent's information.' Below this, there is a section for 'Dependents' which currently shows 'No Dependents Listed'. A blue button labeled 'Add a New Dependent' is visible. At the bottom of the form, there are two buttons: 'Previous' and 'Next'.

Step 13

- Enter Dependent Information
- Save Changes
- *You will need to do this step for each dependent you need to add

Dependent Information

Relationship: * Child

First Name: * Baby

Middle Initial:

Last Name: * Doe

Suffix: Jr., Sr., III, etc.

Warning! Please provide an accurate social security number or individual taxpayer identification number for your dependent. If you are unable to supply a valid number, please indicate in the checkbox and select a reason from the drop down menu. Please note, you can add a valid identifying number in the future. Without associating the correct social security number or individual taxpayer identification number, those subject to the Affordable Care Act could be liable for an IRS penalty under Code 6055 of the Affordable Care Act.

Social Security Number: 123-98-1234

I can't provide dependent's Social Security Number *

Date of Birth: * 08/15/2016

Gender: * Female

Student: Yes No

Tobacco Use: Yes No

Disabled: No Disability

Please enter the dependent address if it is different than yours

Address 1:

Address 2:

City:

State: Please Select One

ZIP:

Cancel Save Changes

Step 14

- Once all Dependents are added, click Next

New Hire Enrollment

Home Message Center Help Reference Center Data Base

1. Add New 2. Dependent Information 3. Review

WARNING: THIS SITE, YOUR COMPANY'S HR, AND OUR SUPPORT CENTER ARE NOT SECURED. Please go to www.meridian.com

Dependent Information

Please enter your dependent information.

Dependents

Ruby Doe Child	Date of Birth: 08/15/2016	Gender: Female	Disabled: No Disability	<input checked="" type="checkbox"/>
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+ Add a New Dependent

Previous Next

Step 15

Plan information is located in the Reference Center

- **ELECT coverage (Go to Step 19 if you wish to WAIVE Coverage)**
- **Click on *I Want Coverage***
- **Select the Plan you want by clicking on the Select button**
- **Choose who you want covered by selecting Yes or No beside each name, indicate Medicare and Other Coverage**
- **Next**
- **Follow this process for all additional benefit plans offered**

The screenshot shows the MET system interface. At the top, there is a navigation bar with links for Home, Message Center, Help, Reference Center, and Join/Exit. A yellow arrow points to the 'Reference Center' link. Below the navigation bar, there is a header section with the MET logo and 'New Hire Enrollment' text. The main content area is titled 'Medical' and contains a section for 'Select your plan'. There are two plan options, each with a 'Select' button and a table of costs. The first plan is 'Active PPO 1' and the second is 'Active PPO 2'. Below the plans, there is a section for 'Choose who you would like to cover in this plan' with columns for 'Covered?' and 'Other Coverage'. The 'Covered?' column has 'Yes' and 'No' buttons, and the 'Other Coverage' column has 'Yes' and 'No' buttons. At the bottom, there is a 'Next' button.

Step 16

- Review your Enrollment
- Be sure benefits elected are correct. No changes can be made after the Open Enrollment period without a qualifying event, until the 2019 Open Enrollment period
- If accurate, click Approve
- If changes are necessary, click Edit

The screenshot shows the 'Review Enrollment' page in the MET system. The page is titled 'Review Enrollment' and includes a 'Back to My Enrollment' link. It contains several sections: 'About You' with 'Employee Information' and 'Dependent Information'; and 'Election Information' with a table of selected benefits. The table has columns for 'My Health', 'Dental', 'Medical Plan', 'Vision Plan', 'Life Insurance', and 'Disability Insurance'. The 'Medical Plan' row is highlighted in yellow and shows 'Selected Plan' and 'Rate' of '\$1,100.00'. At the bottom right, there is a blue 'Approve' button.

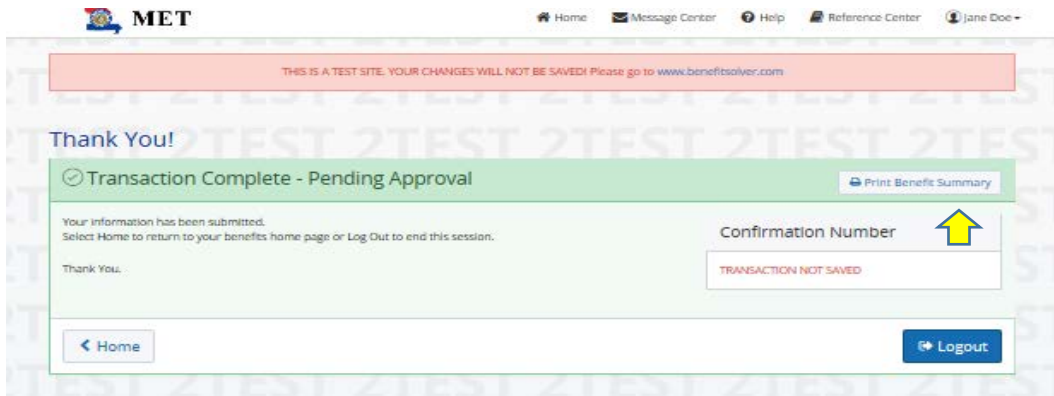
Step 17

- Click I Agree to complete enrollment
- Note: Total Employee Cost based on elections approved on the Review Enrollment page.

The screenshot shows the 'Confirmation' page with the heading 'Your Enrollment is Almost Complete!'. It instructs the user to click the 'I Agree' button to submit their enrollment information. A note states: '*Total employee cost represents the total approved cost of benefits included on the summary. Other benefits not displayed are not included. The information submitted may be subject to further review and/or approval. The deduction amounts are based on rates and calculations stored in the benefit/tax system at the time of elections. To verify actual elections and/or deduction amounts, please contact your benefits administrator.' At the bottom, there is a 'Disagree' button on the left and an 'I Agree' button on the right. A yellow arrow points to the 'I Agree' button. The 'Total Employee Cost: \$468.23' is displayed above the 'I Agree' button.

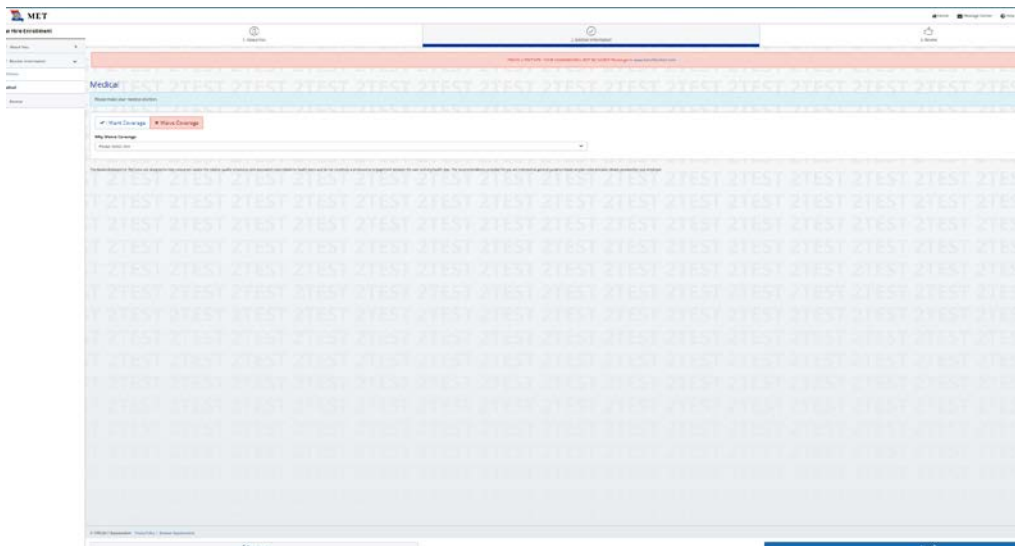
Step 18

- Confirmation
- Click **Print Benefit Summary** for your records



Step 19

- **WAIVE** coverage
- Click *Waive Coverage*
- Next
- ***You will do this step for each benefit**



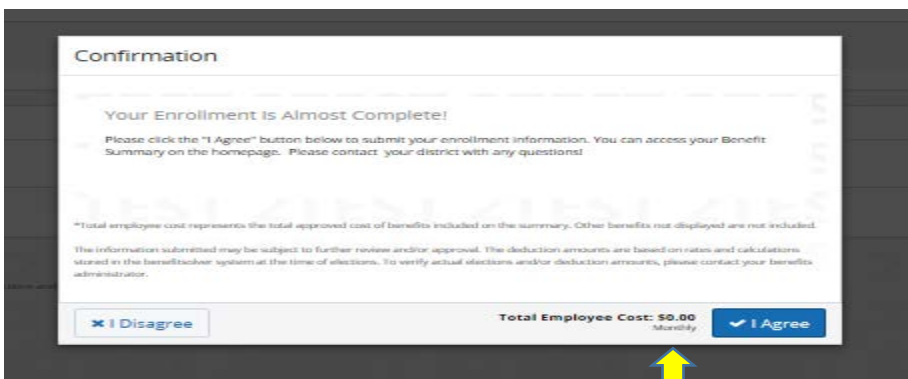
Step 20

- Review your Enrollment
- Be sure benefits elected are correct. No changes can be made after the Open Enrollment period without a qualifying event, until the 2019 Open Enrollment period
- If accurate, click Approve
- If changes are necessary, click Edit



Step 21

- Click I Agree to complete enrollment
- Note: Total Employee Cost based on elections approved on the Review Enrollment page.



Step 22

- **Confirmation**
- **Click Print Benefit Summary for your records**

The screenshot displays a web application interface for MET. At the top, there is a navigation bar with links for Home, Message Center, Help, Reference Center, and a user profile for Jane Doe. A red banner at the top of the main content area reads: "THIS IS A TEST SITE. YOUR CHANGES WILL NOT BE SAVED! Please go to www.benefitsolver.com". Below this, a green box contains the text "Thank You!" and "Transaction Complete - Pending Approval". To the right of this box is a button labeled "Print Benefit Summary" with a printer icon. Below the green box, there is a message: "Your information has been submitted. Select Home to return to your benefits home page or Log Out to end this session." To the right of this message is a "Confirmation Number" field with a yellow arrow pointing to it. Below the confirmation number field is a red error message: "TRANSACTION NOT SAVED". At the bottom of the page, there are two buttons: "Home" and "Logout".