Appointment Scheduling Instructions

1. Enter your last name and date of birth in the appropriate text boxes.

![Image of appointment scheduling instructions](image1.png)

2. Click your current or previous address.

![Image of appointment scheduling instructions](image2.png)

3. Enter your email address, phone number and any special instructions in the appropriate text boxes. For example: If you are giving permission for your spouse to make the benefit enrollment decisions for you, please make sure you provide his/her full name in the Special Instructions box.

![Image of appointment scheduling instructions](image3.png)

**NOTE:** If you do not have an email address, please use the following format to create a non-functional email address for reporting purposes only, or simply call the Benefits Service Center for scheduling assistance. The email address provided must be unique and specific to each user.

Ex. firstname.lastname@companyname.com

5. Select your service.

6. Select the appointment date from the blue highlighted dates on the left. Then, select the time that works best for you on the right, and click continue.
   
   **NOTE:** The time zone will default to the time zone that you are currently located in as detected by your browser.
   
   **NOTE:** Dates in blue are dates that new hire enrollment appointments are available.

7. Once you have scheduled your appointment, you will need to confirm your information. When your information has been confirmed, click save.
8. The confirmation screen will confirm the date and location of your new hire enrollment appointment.

![Confirmation Screen]

9. You will receive a confirmation email and a reminder email at the email address you provided.

10. If you opted for a text confirmation, you will receive two texts: a confirmation message sent when you set the appointment and a reminder message sent 24 hours before your appointment.

![Text Confirmation]

A Benefits Educator will contact you within 15 minutes of your scheduled appointment time.