

The screenshot shows three stages of the enrollment process:

- Log In:** Fields for User Name and Password (both case sensitive). A 'Forgot your password?' link and 'Login' button are present. The 'Register' button is circled in blue.
- Info:** Fields for Social Security Number, Company Key (case sensitive), and Date of Birth (MM/DD/YYYY). A 'Continue' button is at the bottom.
- Create:** Fields for User Name (case sensitive), Password (strength indicator), Confirm Password, Security Phrase (dropdown menu), and Answer. A 'Continue' button is at the bottom.

Log In

First-time User:

Visit: enrollingiseasy.com

Click on 'Register'

Enter **HWSCOL** for the Company Key.

Create your User Name, Password and Security Phrase.

Now turn to the other side of this flyer and start your enrollment!

Returning User:

Visit: enrollingiseasy.com

Enter: User Name and Password

Mobile Enrollment?

You can enroll through your Smartphone - simply follow these instructions.

Forgot Your Password?

1. Visit enrollingiseasy.com
2. Click on the link '**Forgot Your Password?**'
3. Enter your Social Security Number, Company Key, (**company**) and Date of Birth.
4. Answer your security phrase.
5. Enter and confirm a new password, then click '**Continue**' to return to the log-in page.

Life-Changing Event?

Marriage/divorce/change in job status for you or an enrolled dependent, as well as birth or adoption of a child, are all events that require you to update your plan (and provide documentation) within 30 days.

Congratulations!

You have officially logged in. Let's get started.

Review Your Current Plan Anytime
Click **'Benefits Summary'** in the **'Benefits'** tab.

Questions?
If you have any questions as you go through enrollment call Customer Support at **1-800-836-0026 (Mon-Fri, 8-4:30)**.
ALSO: Check out the **'Reference Center.'**

Enrollment
Click **'Start Here'** and follow the instructions to enroll in your benefits or waive coverage.

Make Your Elections - Review your options as you walk through the enrollment process.

Click **'Select'** on the plan(s) you choose. Track your choices along the enrollment bar which updates with your total cost.

Use the **'Reference Center'** or call Customer Support at **1-800-836-0026 (Mon-Fri, 8-4:30)**.

Review Your Elections - Review, edit and approve your elections and when they are accurate, click **'Approve'**.

Confirm Your Choices - Your enrollment isn't complete until you confirm your benefit elections.

Print - Print your election information and confirmation number for future reference.

Benefit Enrollment
Welcome to TrainingSolver!
During your Initial Enrollment Period, you may enroll for or cancel your benefits, add additional family members, make plan changes and/or make other necessary coverage changes. If you choose to elect benefits, your benefits will be effective based on plan rules. Please be sure to review your enrollment selections at the end of the process to confirm your effective date.
Once you have completed your New Hire Enrollment, you will be prompted to submit your request for benefits as many times as you wish during your Initial Enrollment Period.
If you need to stop and exit BenefitSolver at any point during your enrollment, your changes will be saved up to the last step you completed.
If you have any questions or require assistance, please contact xxx-xxx-xxxx.

CONSENT TO RECEIVE ELECTRONIC NOTICES

The following documents and/or notices are provided to you electronically which contain important information regarding eligibility, coverage, benefits and rights. These documents are located in the Reference Center which is accessible from your Home Page.

- Summary Plan Descriptions (SPD)
- Summary of Material Modifications (SMM)
- Summary Annual Reports (SAR)
- Summary of Benefits and Coverage (SBC) & Uniform Glossary of Terms
- Special Enrollment Rights Notice
- Children's Health Insurance Program ("CHIP")
- Newborn's Act Notice
- Women's Health & Cancer Rights Act Notices (WHCRA)
- Patient Protection Disclosure
- Privacy Notice
- Medicare D Notice of Creditable Coverage

You are entitled to request and obtain a paper copy of any electronically furnished document free of charge or to revoke your consent at any time by calling 1-800-836-0026.

In order to access information provided electronically, you must have:

- A computer/electronic device with internet access
- An email account that allows me to send and receive emails
- Microsoft Word 95 (or higher)
- Adobe Acrobat Reader 5.0 (or higher)