

# Bentek Enrollment Quick Guide

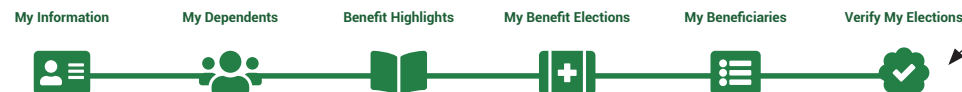


## LOG ON

[www.mybentek.com/myokaloosa](http://www.mybentek.com/myokaloosa)

## START YOUR ENROLLMENT SESSION!

- ✓ View your current elections, deduction amounts, covered dependents, and beneficiaries.
- ✓ Click “Make No Changes” to submit your session as shown under My Elections.
- ✓ Click “I Want To Make Changes” to start your enrollment session.



Use icons to move directly to previously completed pages.

## ENROLLMENT IN SIX EASY STEPS

- 1. My Information** – Verify your demographic information is correct.
- 2. My Dependents** – Verify your current dependent information.
  - Add a new dependent by clicking “+ Dependent”
- 3. Benefits Highlights** – Enrollment news, coverage options, plan documents and carrier information.
- 4. My Benefit Elections** – Add/remove/change plans, add/remove dependents, and track per-pay deductions in your Benefits Cart.
  - Selected plans and covered dependents will show in green.
- 5. My Beneficiaries** – Add, remove, or change beneficiary information.
  - Add a new beneficiary by clicking “+ Person” or “+ Trust”
- 6. Verify My Elections** – Review enrollment elections and submit your session.
  - Life insurance requiring carrier approval will show as pending.

