

## Employee Online Enrollment Guide

- Get online
- Enter the following address into your browser:  
<https://www.eenroller.net/login.asp?ST=ASTA1145>
- Your user name is the First Letter of your First Name + Last Name (Up to 11 Letters) and the last four digits of your social security number (no spaces/no hyphens). Example: John Employee - JEMPLOYEE9999.
- 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 Polarsion Inc. BENEFITS portal. At the top, there is a navigation bar with links for 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 for Name, SSN, Address, DOB, Gender, Contact, and Approved. The 'Dependents' section shows a table with columns for Name, SSN, Address, Status, DOB, Gender, Approved, and Tasks. A 'PROCEED TO MY BENEFITS >' button is located at the bottom right of the page.

**Employee** [Undo Last Change](#)

Name	SSN	Address	DOB	Gender	Contact	Approved
<a href="#">Jerry I Abel</a> 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
<a href="#">Johnny Abel</a> 3	100-00-0001	2112 White Pine Road #34, Jasper, TX 56390	Dependent Child	1/1/1982	Male	Submitted	<a href="#">Delete</a>

**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.

The screenshot shows a web interface for benefit enrollment. On the left, there is a 'Quick Links' menu with 15 items, including 'Medical', 'Health Savings Account', 'Medical Care FSA', 'Dependent Care FSA', 'Dental', 'Vision', 'Core Life', 'Long Term Disability', 'Short Term Disability', and 'Optional Life'. A blue circle with the number '1' is placed over the 'Long Term Disability' link. The main content area has two benefit blocks: 'Long Term Disability' and 'Short Term Disability'. Each block has a 'MANAGE BENEFIT' button with a dropdown arrow. A blue circle with the number '2' is placed over the 'MANAGE BENEFIT' button for 'Long Term Disability'. A tooltip is visible over this button, containing the text: 'Add: Initial Population', 'Add Coverage: (Prompt Effective)', and 'Add or View Plan/Options: New Hire'. At the bottom left, there is a 'Costs' section with the following information:

Total Cost of Elections:	\$0.00
Total Benefit dollars:	\$0.00
Out of pocket expense:	\$0.00

## 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.

The screenshot shows the details for a 'Medical Sample PPO Plan'. At the top left, there is a logo for 'Elite Health' with a red apple icon. To the right, there is a table with the following information:

Status:	Active
Activity:	6/2/2014
Coverage:	Employee Only
Total Premium:	\$592.00 (Monthly)
Employee Cost:	\$125.00 (Semi-Monthly)

Below the table is a 'MANAGE BENEFIT' button with a dropdown arrow and a blue circle with the number '1'. A speech bubble points to this button with the text: 'These options vary depending on the type of benefit.' At the bottom, there is a table with the following columns: SSN, Type, Group Number, Provider, Action, Effective, Approved, and Sent.

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