



New Hire Benefit Enrollment Instructions

Website: <https://benefits.plansource.com/>

Username: Beacon Email (jdoe@beaconhealthsystem.org)

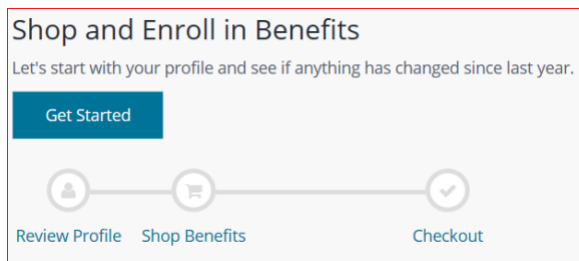
Password: YYYYMMDD (your DOB) **You will be prompted to change your password.**

You have 31 days from the date of your New Hire Event to elect Benefit through PlanSource

Items you MUST have to enroll

1. Socials for ALL dependents
2. List Beneficiaries (dates of birth and address)
3. Make sure to remember your password you will be required to use it again

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1. Click: Get Started



2. Review your demographic information
3. Add Dependents if necessary
 - a. You will be required to enter socials for all dependents
4. You will be required to walk through all of the benefits offered to you. You will click on "Shop Plans" for each benefit.

The screenshot shows a web interface for selecting benefits. It is divided into three sections: 'Medical', 'Wellness', and 'Health Savings Account'. Each section contains a dashed rectangular box with the text 'No Plan Selected' inside, and a blue button labeled 'Shop Plans' to the right of the box.

5. Once you have elected benefits for each plan you will scroll to the bottom of the page and click **“Review and Checkout.”**
6. You will need to scroll down to the bottom of the page and click on **“Checkout.”**
7. **Don't forget to print your benefit confirmation page.** You will need to provide your confirmation page to benefits if there are errors with your benefits. Benefits will only make changes based off of the confirmation statement.

The only other time you will have the ability to make changes to your benefits is within 31 days from your status change/qualifying event. You will initiate the change through PlanSource. You can reach out to Benefits with questions at 574-647-6049.