

BenefitsNow Enrollment Instructions

Before you enroll, make sure you have the names, birth dates and Social Security Numbers of any eligible family members you want to enroll or any individuals you want to list as beneficiaries.

Step 1: LOG ON TO BENEFITSNOW AND GET STARTED

You can access the BenefitsNow website from anywhere you have Internet access, 24 hours a day, 7 days a week. To access the BenefitsNow website, visit [BenefitsNow](#).

If this is your first time accessing the system, select **New User?** and follow the prompts to create your username and password. When you are ready to enroll, select **Enroll in Your Benefits** on the home page, or select **Enroll** in the **Action Needed** box at the top of the home page.

Step 2. Click Continue on It's Time to Enroll in Your Benefits!

Step 3: REVIEW YOUR PERSONAL INFORMATION

It is important that you review all your personal information in the system. If you have updates to your personal email address or mobile phone number, you can make those changes right in the system. If you see other information that needs to be updated, send an email to HR@genesys.com. When you have verified all of the information click **Save** and **Continue**.

Step 4: ENROLL OR CHANGE YOUR BENEFIT ELECTION

To make your elections, you can use the **Take Me Through Each Benefit** button, or you can select individual benefits by using the **View/Change** button. When you are done selecting your benefits, click **Complete Enrollment**.

Open Enrollment for 2021: If you have previously made benefit elections in the BenefitsNow system, you will see your current elections, as well as available benefits for 2021. If this is your first time in the system, you will see only the available 2021 benefits.

Note: Reasons why you need to review your elections and take action – 1) If you were enrolled in the HDHP3 medical plan, for 2020, you **must** choose a different plan, for 2021. 2) If you want to make 2021 contributions to a Health Savings Account (HSA) or Flexible Spending Account (FSA), you **must** actively re-enroll, to contribute, in 2021. Your current contributions cannot be carried over. Otherwise, your 2020 elections will remain, in effect, for 2021, unless you make a change during the open enrollment.

Step 5: PRINT A COPY OF YOUR CONFIRMATION STATEMENT

Once you have completed your enrollment, you will land on the Confirmation page. where you can print a paper copy of the screen for your records. If you want to make a change, just log back on to BenefitsNow any time before the end of your Open Enrollment window and complete the above enrollment steps.

QUESTIONS?

If you have a question or issue that cannot be resolved through the BenefitsNow website, contact **Your Benefits Service Center:**

- Call (844) 868-6230.
- Email by clicking **Contact Us** in BenefitsNow.
- Chat with a representative online by clicking **Chat** in BenefitsNow.