

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**.

Changes to your 2022: If you have previously made benefit elections in the BenefitsNow system, you will see your current elections, as well as available benefits for 2022. Follow the prompts in your dashboard to enroll for the first time or select the appropriate tile for your Qualifying Life Event type.

Note: You also can make 2022 contributions to a Health Savings Account (HSA) or Flexible Spending Account (FSA), you **must** actively re-enroll each year, to contribute. Your current contributions cannot be carried over. This is also a change offered by clicking a tile on the dashboard.

Step 5: PRINT A COPY OF YOUR CONFIRMATION STATEMENT

Once you have completed your enrollment or change, 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 or change 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 on the screen.