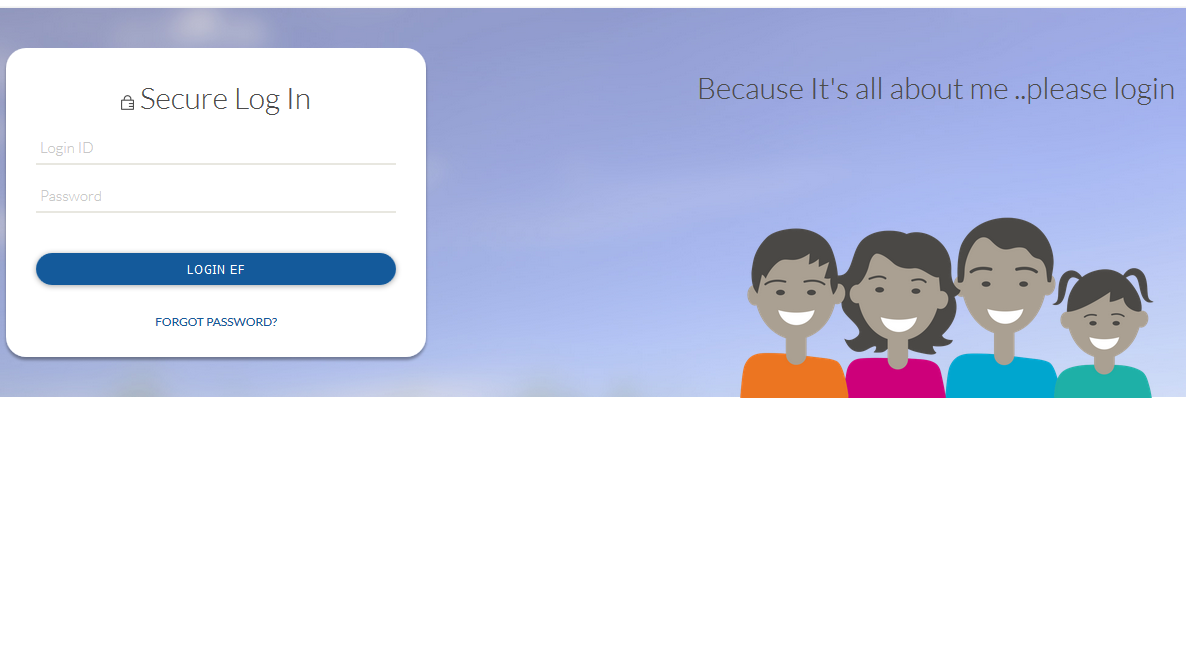
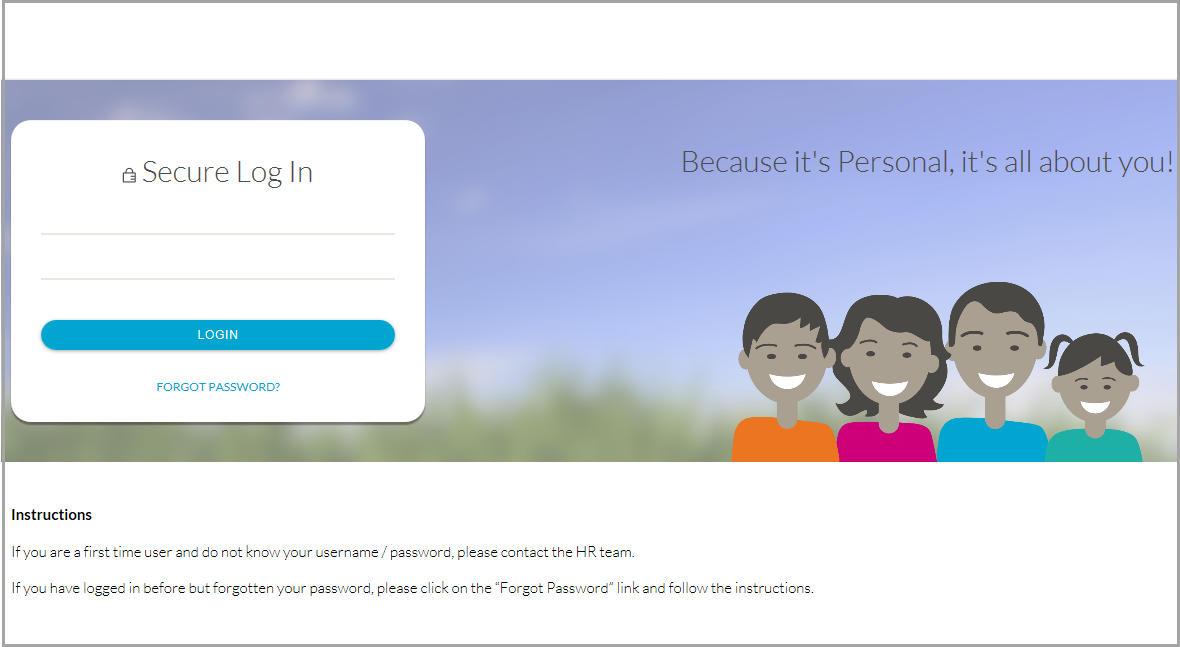
Self Service Enrollment Guide (SHORT)

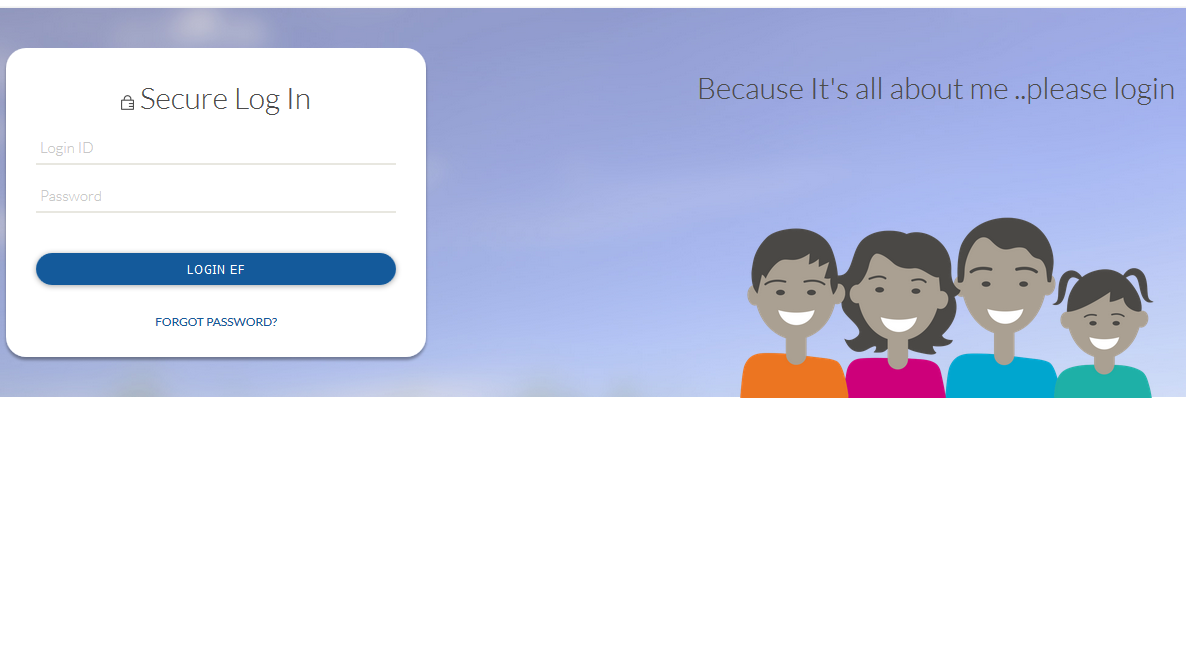
# Online Enrollment Instructions

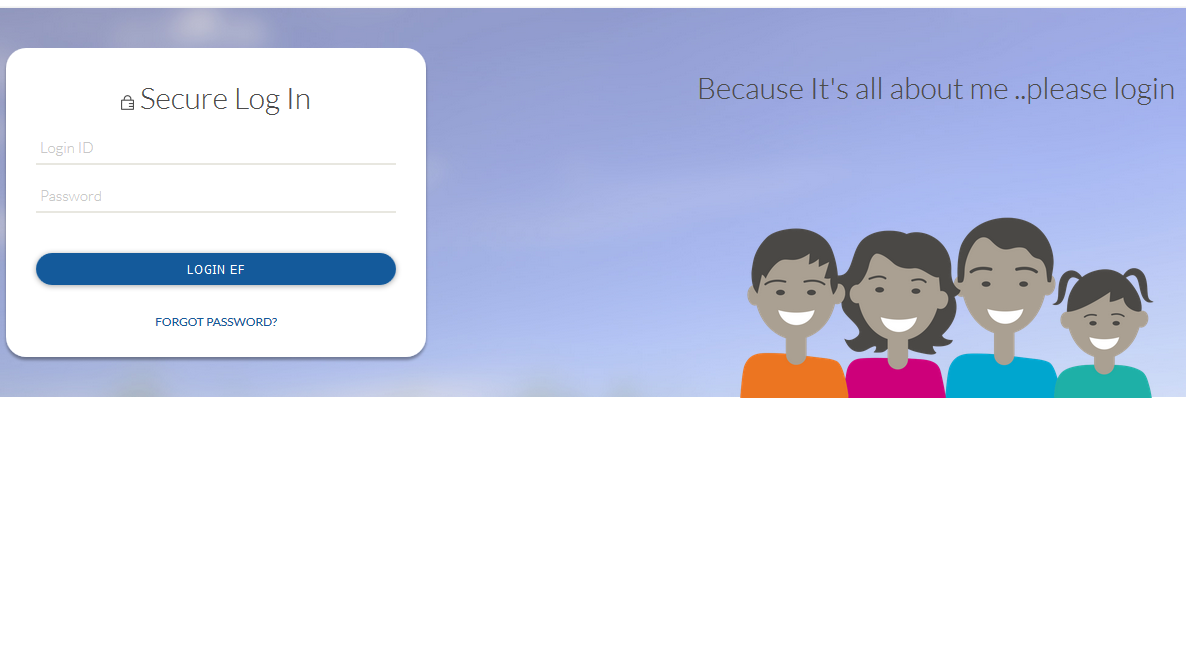
### Logging On

Type in mymarketlink.com/client into the address bar of your internet browser









If this is the first time you are using this site follow the instructions below for your user name and Password.

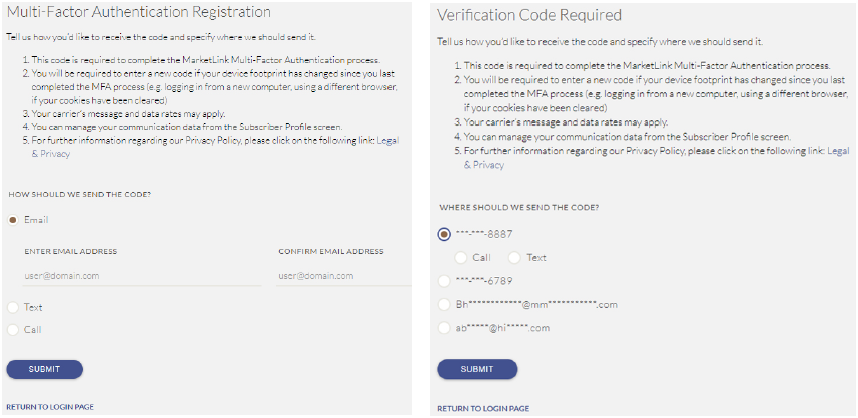
To log on, enter your username (first initial of your first name followed by the first six letters of your last name and last four digits of your Social Security number) and your Password which is your date of birth in the YYYYMMDD format, your first initial (lower case), your last initial (UPPER CASE), plus an exclamation point (!).

**Example:** Rebecca Gray, XXX-XX-2345, August 14, 1962

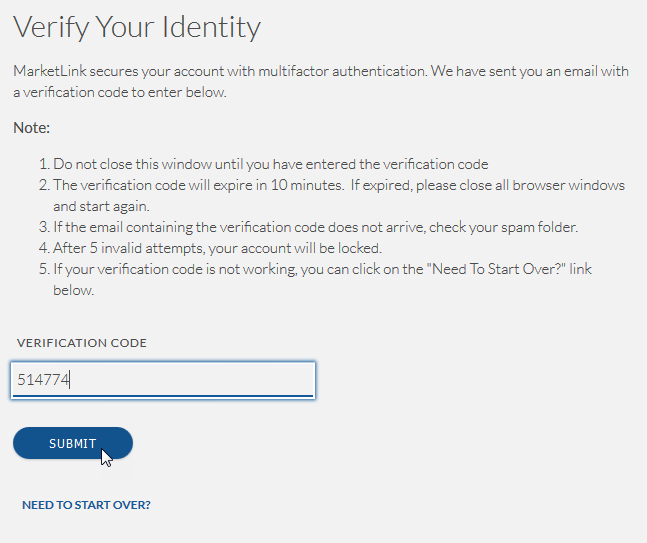
**Login:** RGray2345, **Password:** 19620814rG!

## Multi-Factor Authentication

After you enter your login credentials, you will be presented with either of the screens displayed below (not both). If you do not have communication methods on file, you’ll see the Self-Registration screen (Left), if you have more than one communication method on file, you’ll have the option to choose your method (Right). After you either enter the information or choose from the methods available, click on Submit to obtain the Verification Code.



Enter the Verification Code and click on Submit.



You will then continue through the portal.

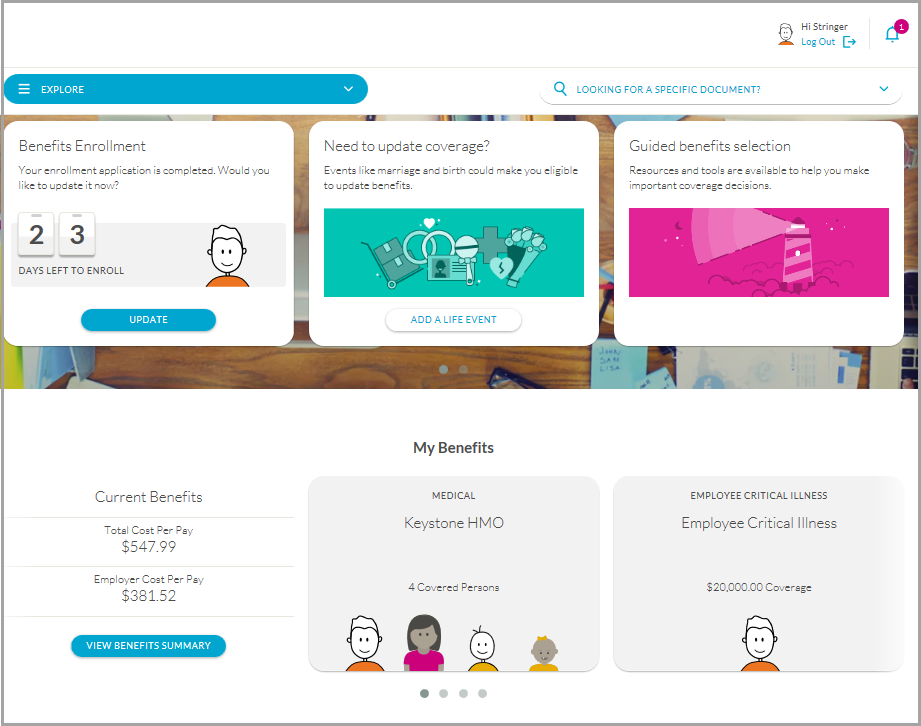
**Please Note:** You will only be asked to provide a second layer of authentication once every 400 days, unless, you login from a different browser, device or operating system.

After your initial log in, you will be asked to reset your password, choose your avatar and provide your nick name, if applicable.



## Welcome Screen

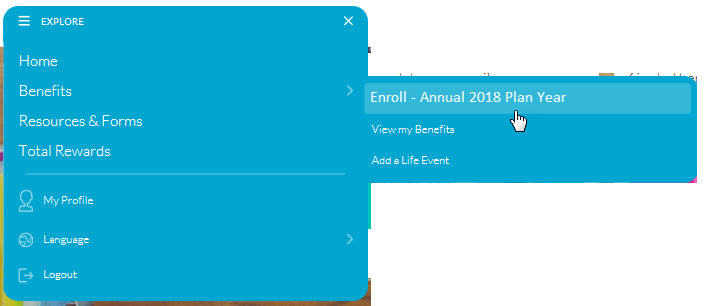
From this screen, you will be able to enroll in or make changes to your benefits, see your benefits summary, and review Benefit Plan Information among other resources. First, we will go through the Enrollment Process; later in this document, we will review steps to update enrollment information. During the annual open enrollment period a reminder will provide you with the number of days you have left to enroll in your benefits in a band at the top of the page.

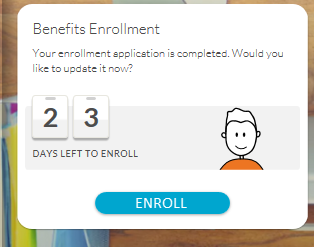


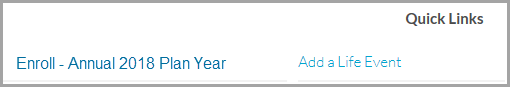
## Introduction

You will be notified of the enrollment due date. You must complete your enrollment by this date. You also have until that date to revisit mymarketlink.com/client to make any changes to your enrollment if necessary.

* Use the EXPLORE menu, the Benefits Enrollment tile or the Quick Links at the bottom of the home page.

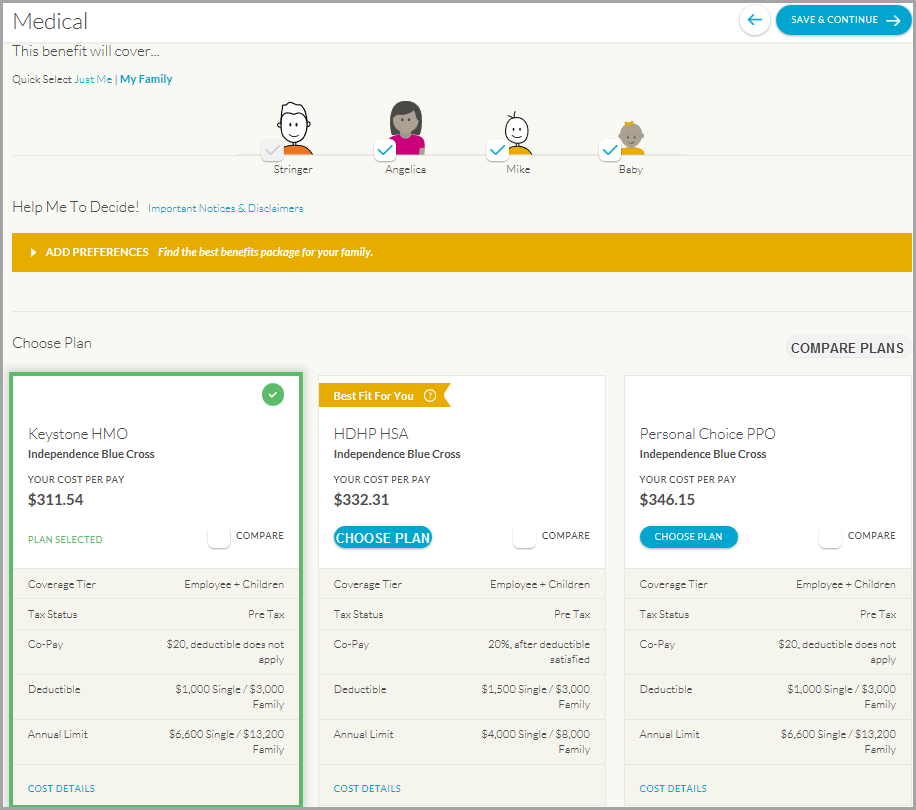






## Electing Your Benefits

The enrollment wizard will walk you through each benefit choice available. It begins with Medical benefits as shown below.



First, the avatars for all benefits eligible persons will appear, and you must choose who will be covered by the plans.

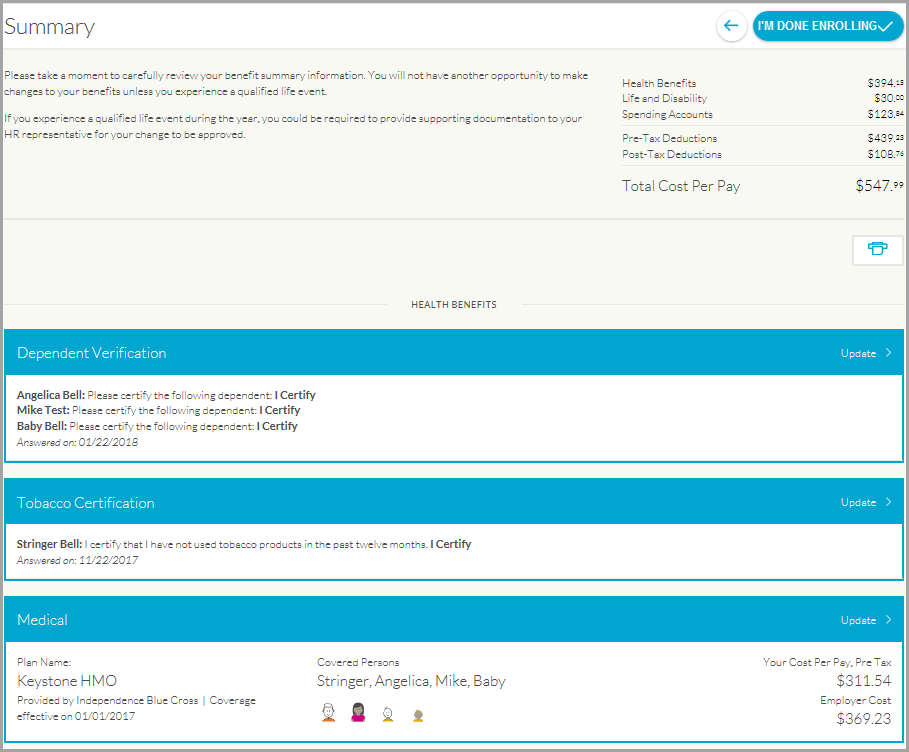
You can make your selections by clicking on the Choose Plan button at the bottom of each option.

Some companies will allow you to compare different plan choices by clicking the box labeled Compare.

Once all boxes are checked for plans you wish to compare, click on the Compare Plans.

## Confirm Enrollment Selections/Summary

* Once you complete all your coverage elections, you will land on the Summary page.
* After each benefit, by clicking on Save & Continue, you are recording your election.
* By clicking on the “**I’m Done Enrolling**” button, you are recording to your employer that you’ve completed your enrollment.



From this screen you can print your summary or save it as a .PDF to keep an electronic copy.

#### It’s important to remember, that this is a year-round portal, which allows you to visit frequently to confirm your benefits elections, make qualified life event changes, and monitor your healthcare spending accounts. If you have questions, please contact [Editor’s note: insert Client Specific Benefits Service Center # and hours here].