

# Enrollment Steps



1. Receive a welcome letter with user ID and password
2. Go to [www.benefitfirst.com](http://www.benefitfirst.com)
3. Enter Company ID -**903**
4. Enter user ID
5. Enter password
6. You will be prompted to change your password
7. At the homepage choose Enroll Now
8. Select the Elect or Decline benefits for Annual Enrollment option
9. Once you've been through all benefit screens, you will be asked to review your elections and certify them by re-entering your password
10. Final step – click submit to complete transaction.

**That's the entire process! It can take as little as 4 minutes to complete!**