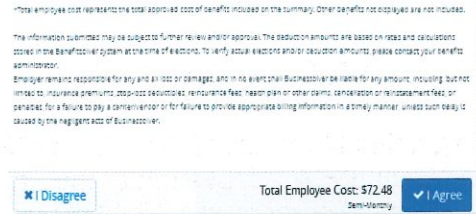


Enrolling is Easy

2021 Open Enrollment Quick Guide for **Mack Bargaining Unit (BU)** Employees

4 Finalize
To finalize your enrollment, click **I Agree**.

5 Review Your Benefits
You have year-round access to a benefits summary that shows your personal selections. Click **Benefit Summary** on the homepage to review your current benefits at any time.



Change your benefits

Once approved, your benefit elections will remain in effect until the end of the plan year, unless you have a qualifying life event such as marriage, divorce or having a baby. Find detailed information in the **Reference Center**.

1. Click on **Change My Benefits**.
2. Select **Life Event** and the event type.
3. Review your options and follow the election steps outlined above to complete your changes.

IMPORTANT: You must make changes within **31 days** of the event and provide required documentation.

Change your beneficiary(ies)

Beneficiary changes can be made at any time of the year.

1. Click on **Change My Benefits**.
2. Select **Basic Info** and **Change of Beneficiary**.
3. Follow the prompts to complete your change.

Need help?

Contact Benefitsolver's Service Center at:

+1 (833) 929-1113

for assistance with your enrollment questions between:

**8 am – 9 pm ET
Monday – Friday**

DEADLINE

TO ENROLL FOR
BARGAINING UNIT
EMPLOYEES IS

NOV 15