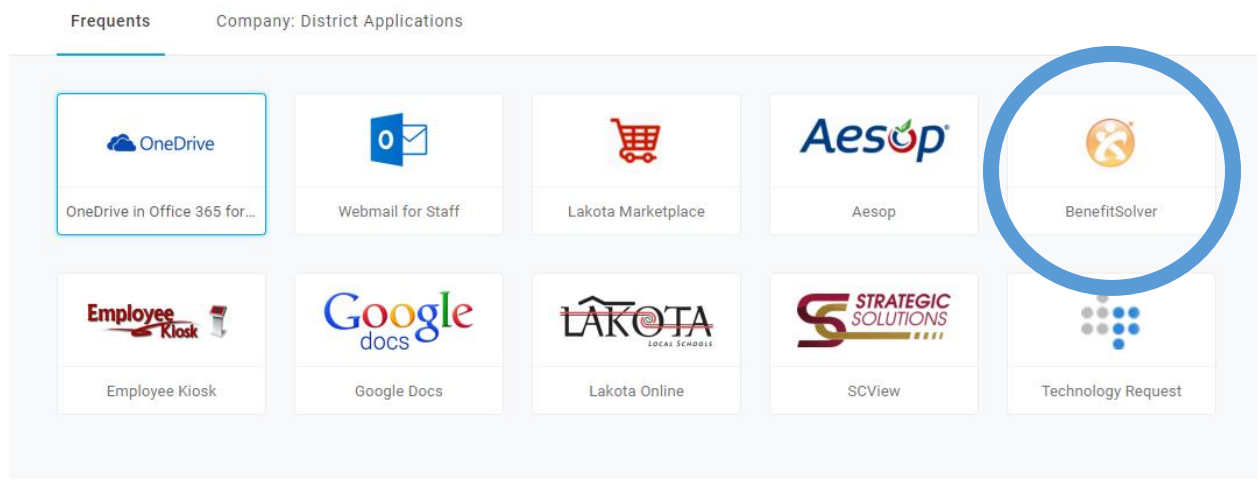


“How To” Benefits Guide

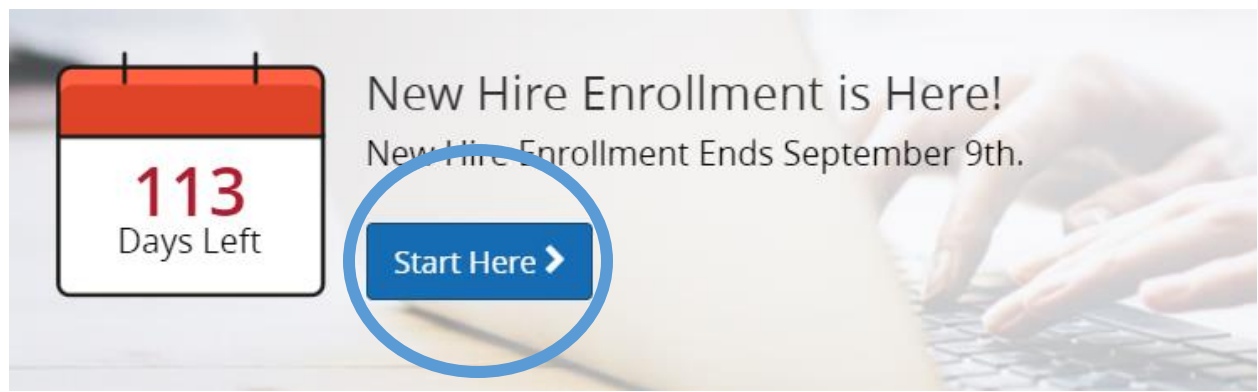
Lakota uses a system called Benefitsolver to enroll in your Benefits.

How to Acces Benefitsolver:

- You will receive your access information from the Technology Department that includes your OneLogin username and temporary password.
- Once logged into OneLogin look for the BenefitSolver icon:



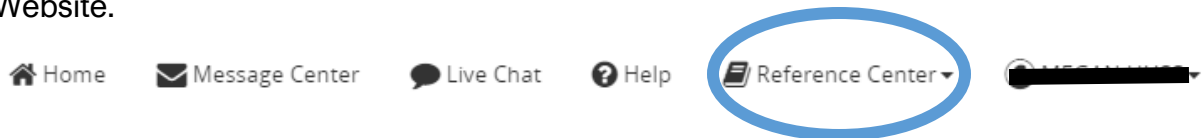
- Select the Benefitsolver icon. This should automatically log you into your account.
- When Benefitsolver opens you should see the following screen:



- This will show how many days you have left to enroll for New Hire Enrollment and the exact date you have until it ends.
- Select “Start Here” to begin the enrollment process.

Where to Reference Documents

- For more detailed information regarding the benefits offered refer to the Reference Center.
- The Reference Center can be accessed before or during enrolling in your Benefits. Just look for the “Reference Center” on the information bar located at the top of the Website.



- Detailed Documents regarding each benefit offered are in the folder under each type of benefit:
 - Medical Information Folder
 - Lists the Summaries of Benefits and Coverage information for each group that is offered.
 - PPO – Single, Family and Employee plus 1.
 - HSA – Single, Family and Employee plus 1.
 - There is also a Benefit Guide and other additional informational pieces available for your reference.
 - Flexible Spending Account Information
 - This folder includes information on Flexible Spending Accounts and Dependent Care Spending Accounts. The pre-tax dollars contributed to either account must be used within the calendar year and does not rollover to the next calendar year.
 - Health Savings Account Information Folder
 - The HSA is a pre-tax account that can be used for certain Medical Expenses. You must elect the High Deductible Medical Coverage in order to elect the HSA.
 - Vision Information Folder
 - Includes the Benefit Summary and other useful references.
 - Dental Information Folder
 - DCP (Dental Care Plus) 2020 HMO Summary
 - DCP (Dental Care Plus) 2020 Indemnity Summary
 - Voluntary Benefit Information
 - VOYA Accident Summary
 - VOYA Critical Illness Summary
 - VOYA Disability Summary
 - VOYA Life Insurance Summary