

# WELCOME NEW HIRE

We are pleased to provide you with the following resources to guide you through the enrollment process.



## ENROLLMENT DEADLINE HOW

New hires are required to log in to THE*benefits*HUB to enroll or decline benefits for themselves and their eligible dependents within **days** of employment.



1.

2.

**CLICK LOGIN**

You can find instructions for your username and password on the login page.

Employee  
Benefits Portal:



## DOWNLOAD THE APP

Get access to benefits 24/7

## FBS Benefits App:

Text  
to (800) 583-6908  
Group #:

## Important Tips

- **INTERACTIVE BENEFIT GUIDES** 24/7 access to a mobile friendly summary of your benefits with interactive videos and digital resources.
- **BENEFIT WEBSITE** Your complete benefits resource for all plan brochures, provider resources, enrollment tools, and benefits support.
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- Your next opportunity to enroll, drop or make changes is during open enrollment season unless you experience a qualifying life event.

## Benefit Questions?

**FOR PERSONALIZED SERVICE**, the FBS team is available to assist you with your enrollment and answering questions.

**FBS Benefits Careline Number:**  
**(833) 453-1680**

Hours of Operation: Monday-Thursday  
8AM-5:00PM; Friday 8AM-3PM or email  
[contactus@fbsbenefits.com](mailto:contactus@fbsbenefits.com)