

# ENROLLING IS EASY

## LOG IN

Visit [www.EBCcooperative.com](http://www.EBCcooperative.com) from any computer or smart device and **Login** with your **User Name** and **Password**.

New users must **Register** and answer security questions. Our case-sensitive company key is **ebc**.

## GET STARTED

Click **Start Here** and follow the instructions to make your benefit choices by the deadline on the calendar. If you miss the deadline you will have to wait until the next annual enrollment period to enroll or make changes.

## FIND INFORMATION

View plan details, carrier specifics and resources in the **Reference Center**.

## MAKE YOUR ELECTIONS

Using **Back** and **Next** to navigate, review your options as you move through the enrollment process.

**Select** plan(s) and who you would like to cover.



## Need to reset your user name or password?

1. Click **Forgot your user name or password?**
2. Enter your Social Security number, birth date and our company key, **ebc**.
3. Answer your security phrase.
4. Enter and confirm your new password, then click **Continue** and **Login** with your new credentials.



**Educational Benefit Cooperative**

## ENROLL ONLINE

Enroll in your benefits from your mobile device. Visit [www.EBCcooperative.com](http://www.EBCcooperative.com) and tap your way through your elections.



[www.ebccooperative.com](http://www.ebccooperative.com)

Company Key: **ebc**

## REVIEW AND CONFIRM

Make sure your personal information, elections, dependents and beneficiaries are accurate and **Approve** your enrollment.

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

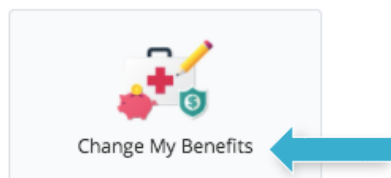
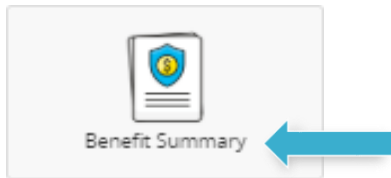
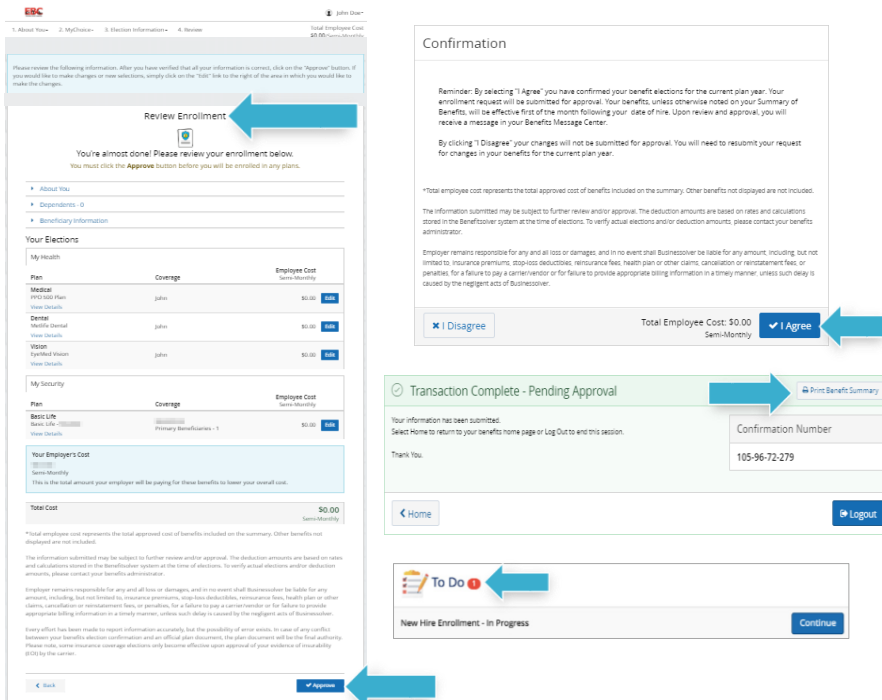
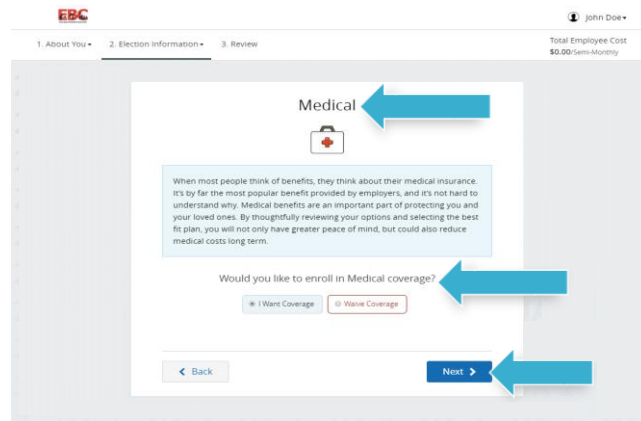
## FINALIZE

When your enrollment is complete, you will receive a confirmation number and you can **Print Benefit Summary**.

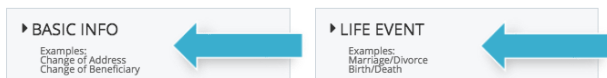
Your **To Do** list will notify you if you have any additional actions needed to complete your enrollment.

## 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.



Select the reason for change that applies and enter the date of the event.



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## 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 **30 days** of the event, and provide required documentation.

## Change your beneficiary(ies)

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

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