ENROLLMENT INSTRUCTIONS

HOW DO I ENROLL?

Visit: **https://portal.mycbgbenefits.com/orendaeducation**

FIRST TIME LOGGING IN?

Select **First Time User** link to access your username and create your password. You will need to enter your SSN & DOB and click Continue. You will then need to **create your unique password**. Once you have completed this step, following the Returning User Instructions to login.

RETURNING USER?

Login to the portal with your Username (Date of Birth (**MMDDYYYY**) + **Last Four Digits** of your SSN) and unique password you've previously created.

Note: *Can't remember your password? Click "Forgot Password" to reset your credentials.*

MULTI FACTOR AUTHENTIFICATION

After you login to the enrollment system, you will need to Verify your Identity. Select the option that best suits your needs to obtain a security code. Once you receive your Security Code, you will have 5 minutes to enter it into the system.

WELCOME TO YOUR BENEFIT PORTAL

Your employee benefit portal is your go-to resource for accessing information about your benefits. Through the portal, you can view and manage your benefit selections, enroll in or make changes to your plans during open enrollment, and access educational resources. You can also download important documents, such as plan summaries and claims forms, and request mid-year changes based on IRS-approved qualifying events.

VISIT THE ENROLLMENT CENTER

Once you're familiar with the benefits portal, click "Visit the Enrollment Center" to start the enrollment process, then select "Enroll Now." Make sure to review the Enrollment Timeline, Enrollment Deadline, and your Enrollment Status. Keep in mind that any changes requested after the enrollment system closes must be based on an IRS-approved qualifying event.

DEMOGRAPHIC (PERSONAL & DEPENDENT) INFORMATION

The Employee Information Entry process requires you to input your demographic information. Be sure to review any pre-filled details for accuracy and fill in any new or missing information. Note that you must list all eligible dependents in the enrollment system, even if you don't plan to cover them under your benefits.

BENEFIT ENROLLMENT

Once you have completely entered all of your personal and dependent information, you will begin your online enrollment for any of the benefits that you are eligible for. When you arrive on your benefit enrollment page, you may notice that some benefits are GREEN, and some are GRAY. GREEN tiles represent benefits that you are already enrolled in. If you are not changing coverage, then no action is required. GREEN tiles also represent benefits you are automatically enrolled in by your employer. No action is needed but reviewing the benefit may be helpful. Benefits in GRAY are required enrollment items. You must elect or decline each benefit plan option before continuing the enrollment process. **Note:** You must review and make an active election or declination for each of the benefit options that are made available.

BENEFICIARY INFORMATION

You will be taken to the Beneficiary Election page if you have elected benefits that require beneficiary designations. You can select a dependent that is already listed in the system, add a new beneficiary and select primary and contingent beneficiaries. **Note:** You may not exceed 100% for your primary or contingent beneficiary designation for each benefit plan.

REVIEW AND CONFIRM

The last step of the enrollment will be to review all of your elections and changes that you've made to your benefits of the upcoming plan year. Once you have reviewed your elections, you will confirm that you agree to all elections. Keep in mind, you can still make changes to your elections until your enrollment deadline.

CONFIRMATION

When you complete your enrollment, you will have the option to view, print or email a copy of your enrollment. You will be able to login to your benefit portal anytime throughout the year to view your benefit information. If you have elected coverage that requires **Evidence of Insurability (EOI),** you will be able to **download** the EOI Form or **Click the link** to complete the required health questions on this page.to the new plan year.