





Enrollment Guide at a Glance (psusd1.ease.com)

1. Log in to Ease by clicking on the link you receive in your email from Risk Management.

For optimal performance it is recommended that you use
 Chrome  or Firefox  as your browser.

2. Click **Start Enrollment** to begin your enrollment.

3. Follow the prompts on each page to complete your benefit enrollment.

Click **Continue** to proceed to the next section.

4. Verify your personal information is correct and enter your dependents information.

5. If requested during the enrollment process, provide any emergency contacts or Medicare status.

6. Please select your benefit by selecting **Enrolled** or **Waived** for each plan.
 Click **Continue** to proceed to the next benefit.

7. You will then be prompted to provide any missing data. Once you have done this, you will be able to review and sign your forms using your mouse or mobile device. **Sign form**

8. Before you review your forms



type your name.

THEN

Sign your signature



and follow prompts to finish.

9. If you have any questions, contact Risk Management.

To UPLOAD Supporting Documents, Select:

VIEW PROFILE, then select

DOCUMENTS, then click **ACTIONS**

Click **ADD DOCUMENT**, then click **BROWSE FILES** to find & upload supporting documentation.

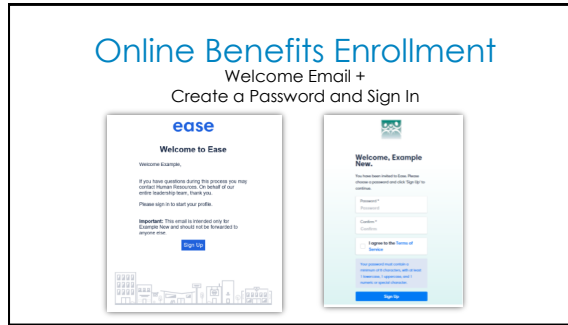
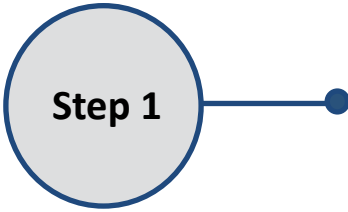
To add additional documents, please repeat the process

You can also drag the document from your desktop

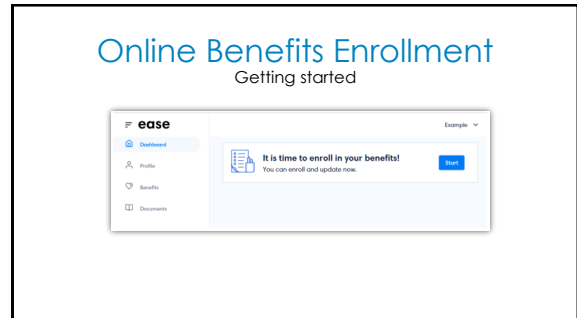
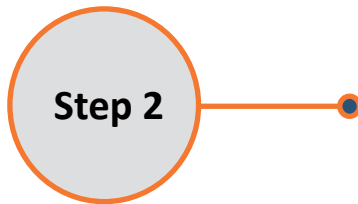
Please enter the **DISPLAY NAME** using your **LAST NAME**, **FIRST NAME** and the **DESCRIPTION** of the document ex, **TAX RETURN** or **BIRTH CERTIFICATE**



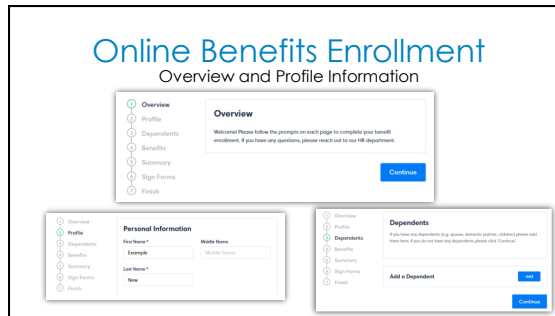
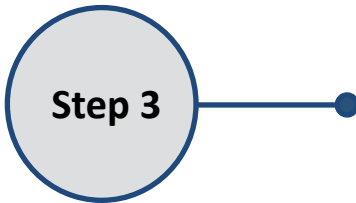
Welcome Email Create a Password and Sign In



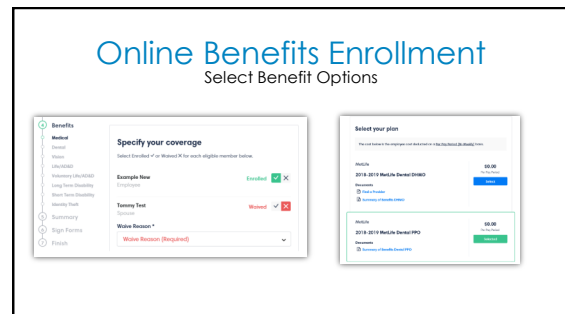
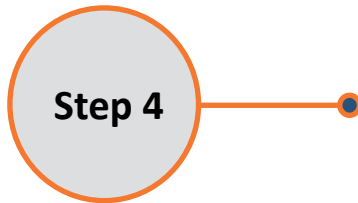
Getting started



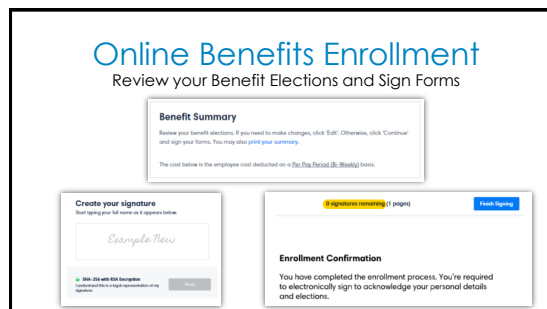
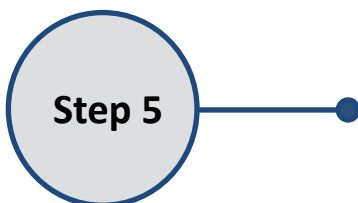
Overview and Profile Information



Select Benefit Options

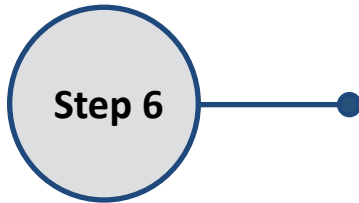


Review your Benefit Elections and Sign Forms

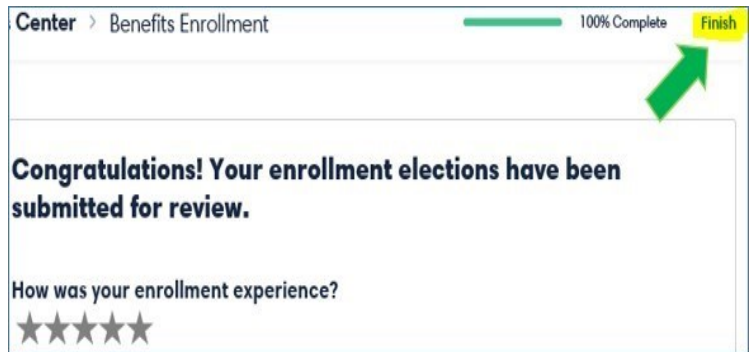




Click on the **Finish** button



After you have completed your enrollment. Click on the **Finish** button in the upper right-hand corner



Upload Documents when required



Via the left-hand menu, **navigate to Documents**, then click **Add**



Select File you would like to upload, Name the file, then click Add Document



The document has now been added to your Ease profile.

