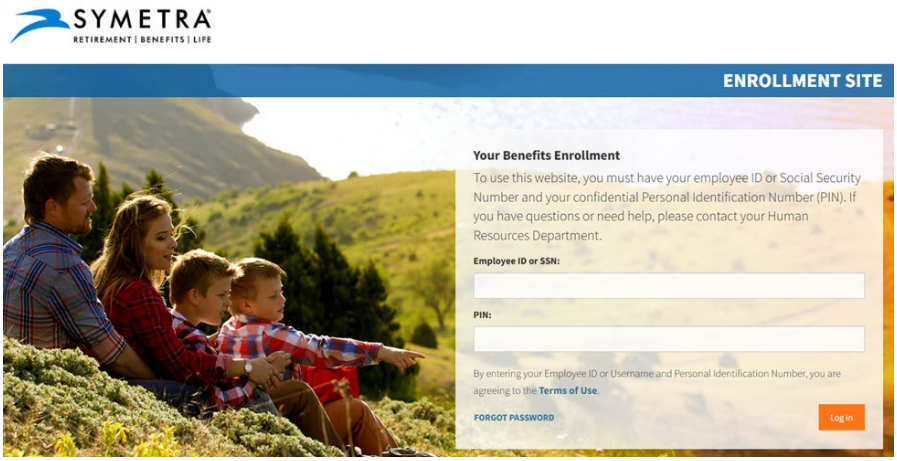
SMBC SELF-SERVICE ENROLLMENT INSTRUCTIONS

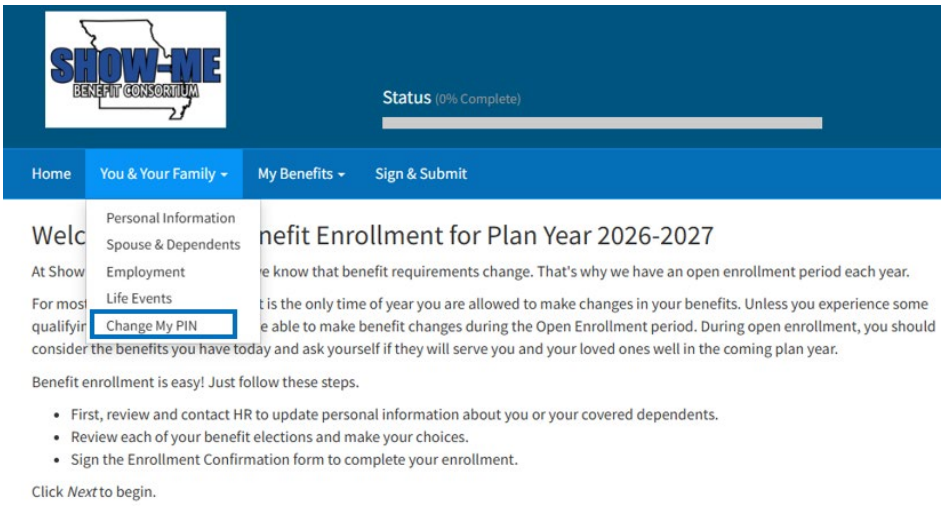
Click Here for Enrollment Site

Enter your **Username (your username is your SSN)**
Enter your **password (6 digits – last 4 SSN / Last 2 birth year *ex: 123483*)**



On the **Welcome Page** under the "**You and Your Family**" tab you can:

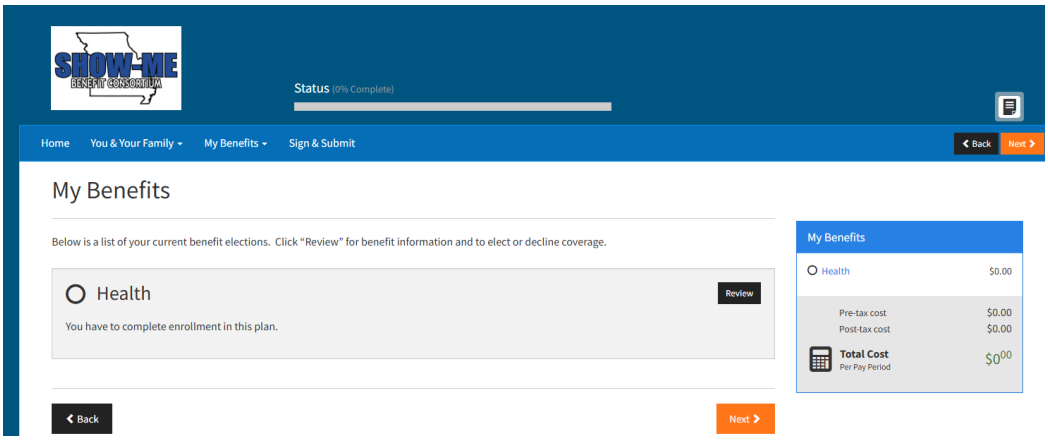
- **Update** any personal information
- **Update** any dependent Information
- **Review** employment information
- **Change** your PIN



To **begin enrollment**, click the drop down **“MY BENEFITS”** and click on “**BENEFIT SUMMARY**.”

BENEFIT SUMMARY
On this screen, you will see all the products available for enrollment including what you were enrolled in last year.

Click on the “REVIEW” button next to each benefit listed to make changes to your election or enroll in a benefit.



NOTE: All deductions listed are **PER PAY PERIOD**

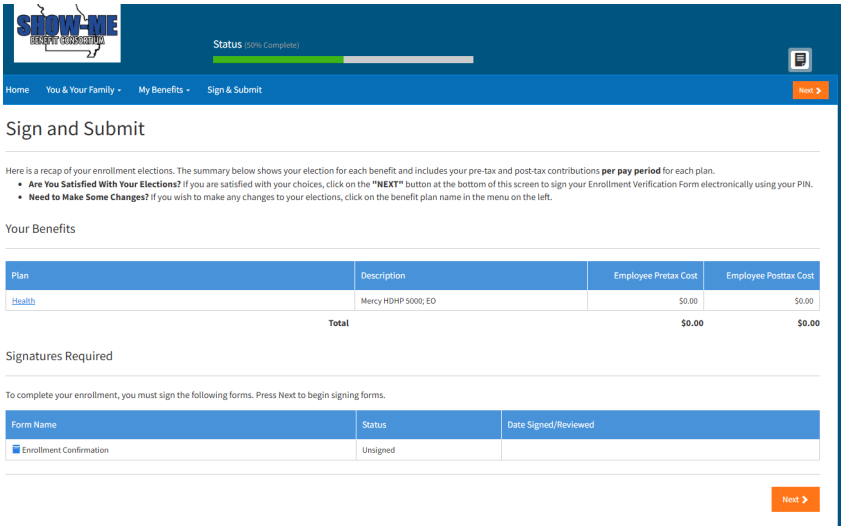
To begin enrollment without reviewing current benefits, click **“Next”.**

Click “Enroll” the coverage tier you would like to enroll in for the new plan year.
To **decline** coverage, click the **“Decline”** button

If your **Benefit Menu on the right-hand side** of the screen has a **green** checkmark or a **red** “X” by all products **you are now ready to complete your enrollment.**

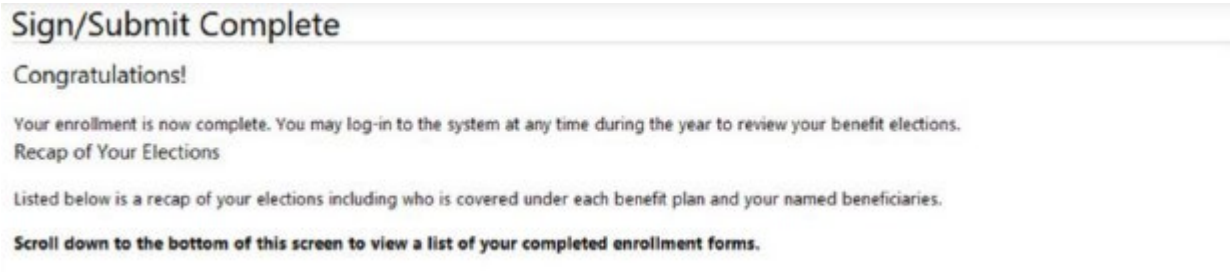
Review all your elections and confirm all enrollments look correct.

If you need to make any changes, click on the plan name and you will be redirected back to make changes.



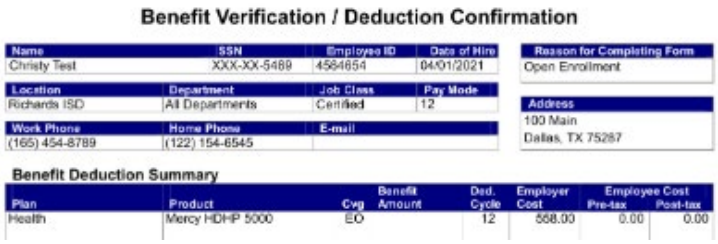
You should now see a screen with **Congratulations!**

On the bottom of this screen, you can download or print your **Benefit Confirmation Form**.



If your **elections look correct**, scroll to the bottom and click **“Next.”**

You will now see your **benefit confirmation form**.



Scroll down to the bottom, click on “USE PIN” and input your **PIN** from login to complete your enrollment.