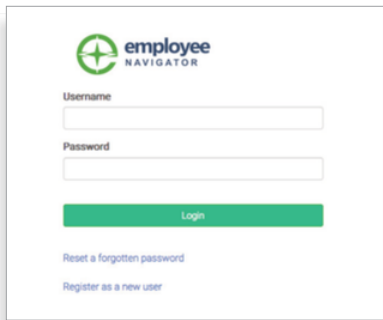


ENROLL IN YOUR BENEFITS: One step at a time



employee NAVIGATOR

Username

Password

Login

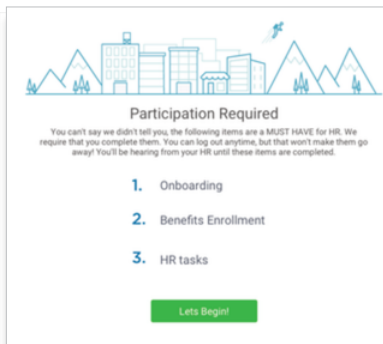
[Reset a forgotten password](#)

[Register as a new user](#)

Step 1: Log In

Go to www.SSULTD.com/AAPS1 and click **Login**

- Returning users: Log in with the username and password you selected. If you cannot remember your password, click [Reset forgotten password](#).
- First time users: Click on [Register as a new user](#). Create an account, and create your own username and password. You will need to enter your first and last name, your date of birth, the last four digits of your social security # and your company identifier: [AAPS1](#)
- You will then create your user name and password.



Participation Required

You can't say we didn't tell you, the following items are a MUST HAVE for HR. We require that you complete them. You can log out anytime, but that won't make them go away! You'll be hearing from your HR until these items are completed.

1. Onboarding
2. Benefits Enrollment
3. HR tasks

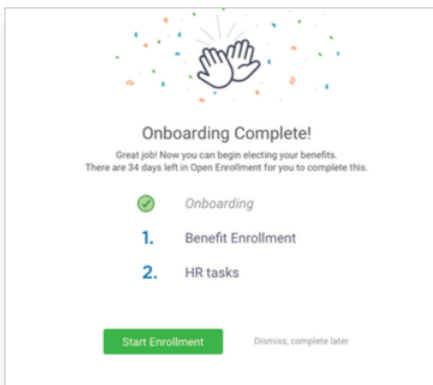
[Let's Begin!](#)

Step 2: Welcome!

After you login click **Let's Begin** to complete your required tasks.

TIP

For quick access, add www.SSULTD.com/AAPS1 to your mobile device home screen.
 iPhone: Open website in Safari, tap **Share** icon, Add to Homescreen, Click **Add**
 Android: Open website in Chrome, Tap 3 vertical dots, Add to Homescreen, **Add**



Onboarding Complete!

Great job! Now you can begin electing your benefits. There are 34 days left in Open Enrollment for you to complete this.

☒ Onboarding

1. Benefit Enrollment
2. HR tasks

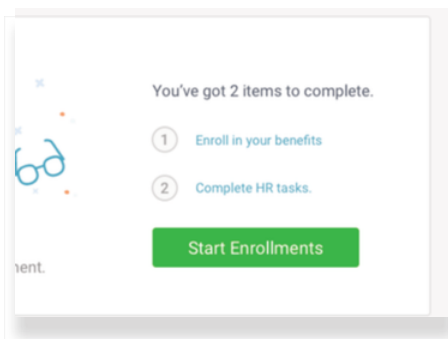
[Start Enrollment](#) [Dismiss, complete later](#)

Step 3: Onboarding (For first time users, if applicable)

Complete any assigned onboarding tasks before enrolling in your benefits. Once you've completed your tasks click **Start Enrollment** to begin your enrollments.

TIP

If you hit "**Dismiss, complete later**" you'll be taken to your Home Page. You'll still be able to start enrollments again by clicking "**Start Enrollments.**"



You've got 2 items to complete.

1. Enroll in your benefits
2. Complete HR tasks.

[Start Enrollments](#)

Step 4: Start Enrollments

After clicking **Start Enrollment**, you'll need to complete some personal & dependent information before moving to your benefit elections.

TIP

Have dependent details handy. To enroll a dependent in coverage you will need their date of birth and Social Security number.

Step 5: Benefit Elections

To enroll dependents in a benefit, click the checkbox next to the dependent's name under **Who am I enrolling?**

Below your dependents you can view your available plans and the cost per pay. To elect a benefit, click **Select Plan** underneath the plan cost.

Who am I enrolling?

- ☒ Myself
- ☐ Elizabeth Reynolds (Spouse)
- ☐ Gwen Reynolds (Child)

Cost per pay period: \$138.46 Effective on 08/01/18 Employee

Buttons: Compare, Details, Selected

How much will it cost?

Plan Cost	Employer Contribution	My Cost
\$138.46	\$ 138.46	\$0.00

View employer contributions summary

Buttons: Save & Continue, Don't want this benefit?

Click **Save & Continue** at the bottom of each screen to save your elections.

If you do not want a benefit, click **Don't want this benefit?** at the bottom of the screen and select a reason from the drop-down menu.

Step 6: Forms

If you have elected benefits that require a beneficiary designation, Primary Care Physician, or completion of an Evidence of Insurability form, you will be prompted to add in those details.

Enrollment Summary

Below is a summary of your elections and cost for the upcoming plan year. If you have any questions or would like to make changes, please contact HR.

Enrollment Not Complete!
Please complete the required highlighted steps from your enrollment progress menu.

Enrolled Plans

Medical Key Care HSA PPO2017 404E2435 Long Plan Name

Progress 6 of 8

- 1. Personal Information
- 2. Dependent Information
- 3. Medical
- 4. Dental
- 5. Vision
- 6. HSA
- 7. FSA
- 8. Enrollment Summary

Step 7: Review & Confirm Elections

Review the benefits you selected on the enrollment summary page to make sure they are correct then click **Sign & Agree** to complete your enrollment. You can either print a summary of your elections for your records or login at any point during the year to view your summary online.

TIP

If you miss a step you'll see **Enrollment Not Complete** in the progress bar with the incomplete steps highlighted. Click on any incomplete steps to complete them.

High Five! Enrollment Complete!

You've only got one more item to complete.

☒ Enroll in your benefits

1. HR Tasks

Buttons: Start Tasks, Dismiss, complete later

Step 8: HR Tasks (if applicable)

To complete any required HR tasks, click **Start Tasks**. If your HR department has not assigned any tasks, you're finished!



You can login to review your benefits 24/7