



Employee Online Enrollment Guide

- Get online
- Enter the following address into your browser:
<https://www.eenroller.net/login.asp?ST=CTWD0188>
- Your user name is the first six letters of your last name and the last four digits of your social security number (no spaces/no hyphens). Example: George Washington - WASHIN9999, or Jane Doe - DOE9999.
- Your password is the last four digits of your social security number.

[Click here if you have forgotten your User Name or Password](#)

Review your personal information on the My Family page

It is important to review all of your personal information to ensure accuracy.

Steps

1. Click your name to update your personal information. You can also change your password in this area.
2. Click here to add your spouse.
3. Click here to add your dependents.

The screenshot shows the Polaron Inc. BENEFITS portal. At the top, there is a navigation bar with "BENEFITS" in large letters and links for "Election Summary", "Edit Family", "Resource Library", and "News & Alerts". A "Proceed to Log Out" link is in the top right. Below the navigation bar, the user's name "Your Personal Information: Jerry Abel" is displayed. A callout box says "Use these menus to navigate". An information message states: "Please review the information below. Add any family member you wish to enroll in your benefit offerings." Below this, there are two tables. The first table is for "Employee" information, and the second is for "Dependents". Both tables have columns for Name, SSN, Address, Status, DOB, Gender, Contact, and Approved. The "Employee" table shows Jerry I. Abel with SSN 000-00-0000 and address 2112 White Pine Road #34, Jasper, TX 56390. The "Dependents" table shows Johnny Abel with SSN 100-00-0001 and the same address, with status "Dependent Child" and DOB 1/1/1982. There are numbered callouts (1, 2, 3) pointing to the name, "Add A Family Member" link, and "Add Spouse" link respectively. At the bottom right, there is a large orange button that says "PROCEED TO MY BENEFITS >".

Employee [Undo Last Change](#)

Name	SSN	Address	DOB	Gender	Contact	Approved
Jerry I. Abel	000-00-0000	2112 White Pine Road #34, Jasper, TX 56390	2/13/1979	Male		Submitted

Dependents [Add A Family Member](#) | [Add Spouse](#) | [Delete](#)

Name	SSN	Address	Status	DOB	Gender	Approved	Tasks
Johnny Abel	100-00-0001	2112 White Pine Road #34, Jasper, TX 56390	Dependent Child	1/1/1982	Male	Submitted	Delete

PROCEED TO MY BENEFITS >

Enroll in your benefits

If your enrollments have not been previously set up in the system, you can make your selections by following the instructions below.

Steps

1. Click a link under the **Benefits** menu to review a particular category of benefits.
2. In each benefit block, make a selection from your list of **Manage Benefit** options.

The screenshot shows a web interface for managing benefits. On the left, there is a 'Quick Links' menu with 15 total items, including Medical, Health Savings Account, Medical Care FSA, Dependent Care FSA, Dental, Vision, Core Life, Long Term Disability (highlighted with a blue circle and the number 1), Short Term Disability, and Optional Life. Below the menu is a 'Costs' section showing: Total Cost of Elections: \$0.00, Total Benefit dollars: \$0.00, and Out of pocket expense: \$0.00. The main content area has two benefit blocks: 'Long Term Disability' and 'Short Term Disability'. Each block has a 'MANAGE BENEFIT' button with a dropdown arrow. A blue circle with the number 2 is placed over the 'MANAGE BENEFIT' button for Long Term Disability. A tooltip for this button lists options: 'Add: Initial Population', 'Add Coverage: (Prompt Effective)', and 'Add or View Plan/Options: New Hire'. A 'To Top' link is visible in the top right corner.

Change existing benefits

Your current elections will appear in a similar fashion as shown in the picture below. To make a change, select an option from the list in the **Manage Benefit** section.

Steps

1. Click here to select a **Manage Benefit** option. The system will guide you through the process of making changes to your elections.

The screenshot shows the details for a 'Medical Sample PPO Plan'. At the top, there is a 'Medical Sample PPO Plan' header and a 'MANAGE BENEFIT' button with a dropdown arrow. A blue circle with the number 1 is placed over this button. A tooltip above the button says 'These options vary depending on the type of benefit.' To the left of the button is a logo for 'Elite Health' featuring a red apple. Below the logo is a table of plan details:

Status:	Active
Activity:	6/2/2014
Coverage:	Employee Only
Total Premium:	\$592.00 (Monthly)
Employee Cost:	\$125.00 (Semi-Monthly)

 Below this is a table of enrollment records:

SSN	Type	Group Number	Provider	Action	Effective	Approved	Sent
543433456	EMP	H200_2 Blue Shield PPO		Change	6/2/2014	Pending	

 At the top right of the plan details area, there are links for 'Option', 'History', 'Edit', and 'Enrollment Recap'.

Finalize your Changes

You can review your changes during the log out process.

SUMMATION - Amounts per (Semi-Monthly) pay period

Total Cost of Elections:	\$500.00
Total Benefit dollars:	\$0.00
Out of pocket expense:	\$500.00
Enrollment update	

REVIEW & FINALIZE

NOTE: This button may not appear at the bottom of your Benefits page if you have made no changes during this session. In this case, you may log out.

Logging out will give you a final opportunity to review and print your Election Summary