IMPORTANT: You must make your elections by **November 25, 2015** (Wednesday).

**Log In**

**First-time User:**
Visit: enrollingiseasy.com

Click on ‘Register.’

Enter **STLAWU** for the Company Key.

Create your User Name, Password and Security Phrase.

Now turn to the other side of this flyer and start your enrollment!

**Returning User:**
Visit: enrollingiseasy.com
Enter: User Name and Password

**Forgot Your Password?**
1. Visit enrollingiseasy.com
2. Click on the link ‘Forgot Your Password?’
3. Enter your Social Security Number, Company Key (noted above) and Date of Birth.
4. Answer your security phrase.
5. Enter and confirm a new password, then click ‘Continue’ to return to the log-in page.

**Mobile Enrollment?**
You can enroll through your Smartphone - simply follow these instructions.

**Life-Changing Event?**
Marriage/divorce/change in job status for you or an enrolled dependent, as well as birth or adoption of a child, are all events that require you to update your plan (and provide documentation) within 30 days.
Make Your Elections - Review your options as you walk through the enrollment process.

Click ‘Select’ on the plan(s) you choose. Track your choices along the enrollment bar which updates with your total cost.

Use the ‘Reference Center’ or call Customer Support at 1-800-836-0026 (Mon-Fri, 8-4:30).

Review Your Elections - Review, edit and approve your elections and when they are accurate, click ‘Approve.’

Confirm Your Choices - Your enrollment isn’t complete until you confirm your benefit elections.

Print - Print your election information and confirmation number for future reference.

CONSENT TO RECEIVE ELECTRONIC NOTICES

The following documents and/or notices are provided to you electronically which contain important information regarding eligibility, coverage, benefits and rights. These documents are located in the Reference Center which is accessible from your Home Page.

- Summary Plan Descriptions (SPD)
- Summary of Material Modifications (SMM)
- Summary Annual Reports (SAR)
- Summary of Benefits and Coverage (SBC) & Uniform Glossary of Terms
- Special Enrollment Rights Notice
- Children’s Health Insurance Program (“CHIP”)
- Newborn’s Act Notice
- Women’s Health & Cancer Rights Act Notices (WHCRA)
- Patient Protection Disclosure
- Privacy Notice
- Medicare D Notice of Creditable Coverage

You are entitled to request and obtain a paper copy of any electronically furnished document free of charge or to revoke your consent at any time by calling 1-800-836-0026.

In order to access information provided electronically, you must have:

- A computer/electronic device with internet access
- An email account that allows me to send and receive emails
- Microsoft Word 95 (or higher)
- Adobe Acrobat Reader 5.0 (or higher)