

# ONLINE ENROLLMENT AT A GLANCE

# **Open Enrollment**



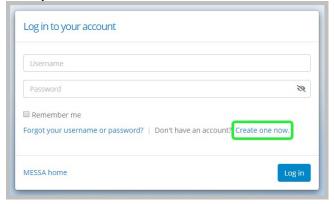






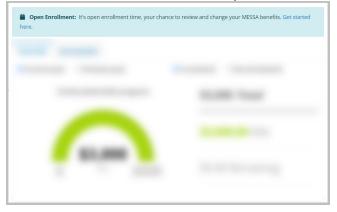
# Creating/Logging in to your MYMESSA Account

- Go to www.messa.org
- Click MyMESSA Login
- Log in to your account
- If you do not have an account, Create one now



# **Accessing MESSA's Online Benefits Website**

 Once logged in to your account, click on the "Open Enrollment: Get started here" link in the blue box. (If you do not see this link, please call Member Services at 800.336.0013).



### **Electing Benefits**

Click "Make Open Enrollment Elections" link.

# **Demographics**

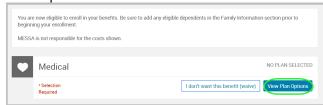
- Review your Demographic Information and make any necessary updates.
- When finished, click the "I agree" box and click "Continue".

#### **Dependents**

- Review/add/edit your Family Information.
- When finished, click the "I agree" box and click "Continue".

#### **Benefit Election**

 To elect benefits, click on "View Plan Options" Step

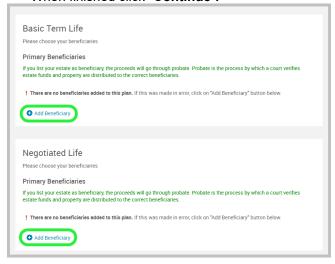


- To cover a dependent, check the box next to their name and click continue.
- To remove a dependent, uncheck the box next to their name.
- Click "Continue".
- Select a benefit plan by clicking "Select".
- When finished electing all benefits, click "Continue" on the right-hand side.

Who will be cover	ed by this pla	n? Not Cover	ed )	
Adam Tests Employee	Sally Tests Spouse	Chloe Tests Daughter	Add Dependents	
S Back to Benefits				Continue

#### **Beneficiaries**

- It's recommended that you designate at least one primary beneficiary.
  - Add a beneficiary to this plan from your dependents or add a new beneficiary.
  - Click 'Add Selected'.
  - Percentage total must equal 100%.
- When finished click "Continue".

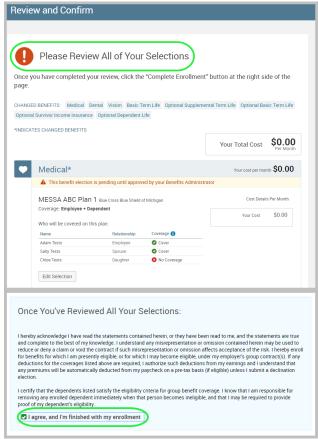


#### Other Medical Insurance

- If you and/or a dependent are enrolled in MESSA medical coverage and have other medical coverage, you will be required to enter information about the other coverage.
- Click "Yes" next to "Current or Prior Coverages" and enter the following information.
- Once you have entered the information, click "Save".
- If you do not have other medical coverage, keep "Current or Prior Coverages" as "No" and click "Continue".

#### Review and Confirm

 Now that you have elected all of your benefits, review your selections and scroll to the bottom of the page to view the "Participation" statement. Check the "I agree, and I'm finished with my enrollment" box.



#### **Confirmation Statement**

 You may view, email, or print your confirmation statement.

