2016 BENEFITS ENROLLMENT INSTRUCTIONS

**Step 1:**
- Go to Empliant, our benefits management system: [https://www.empliant.com/login.cfm](https://www.empliant.com/login.cfm)

**Step 2:**
- Enter the following information on the login page:

<table>
<thead>
<tr>
<th>Company ID:</th>
<th>Elizabethtown</th>
</tr>
</thead>
<tbody>
<tr>
<td>User ID:</td>
<td>Your Outlook User ID (do not include @etown.edu)</td>
</tr>
</tbody>
</table>

**Step 3:**
- Click **Sign In** to enter your password on the next screen.
**Step 4:**

- Enter your password. First time users will be prompted to create a password.

- If you forgot your password there is a link to reset it below the sign in box.

- After you enter your password click **Sign In**

**Step 5:**

- Click on the **About Me** tab

---

*Elizabethtown College Benefits Enrollment Home Page*

*Annual Enrollment Begins Monday, November 2, 2015*
**Step 6:**

- On the right side of the screen, click on **2016 Annual Enrollment – Faculty and Admin**.

**Step 7:**

- Review the welcome instructions. Click **Next Step** to begin the open enrollment process.

---

**Welcome Instructions**

Please follow these steps to submit or change your benefits elections. The section to the right indicates your progress.

**Please read the following.** Your benefits elections are not complete until you perform the last step: Review and Submit Changes. You may stop and return at any time to complete your online elections. Any changes you make will be saved. Please contact Human Resources at x1406 if you have any questions.

Unless indicated otherwise, all costs are per pay period. **By clicking NEXT STEP below, I acknowledge that I have read and understand the instructions above.**

<table>
<thead>
<tr>
<th>Qualifying Event</th>
<th>Open Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifying Event Date</td>
<td>2016-01-01</td>
</tr>
</tbody>
</table>

[SAVE & CLOSE]  
| Next Step > |