

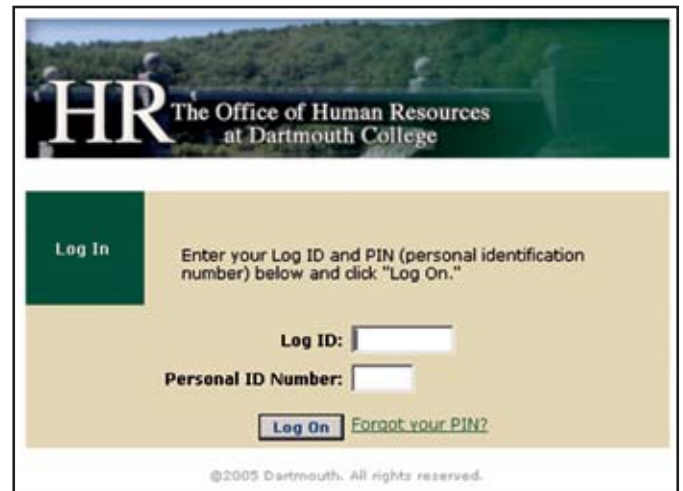
# GET STARTED

There are three ways to access FlexOnline:

Via a link on the Human Resources home page  
<http://www.dartmouth.edu/~hrs>

Via the two links on FlexOnline home page  
<http://benefits.dartmouth.edu> or  
<http://secure10.aligantservice.net/dart/>

- Once you have accessed the site, enter your Log ID and your PIN (Personal Identification Number). Your **Log ID** is a formula that is made up of your personal information. For example: John Smith, born September 13, 1979 would have the following Log ID: 09SHJ7913A

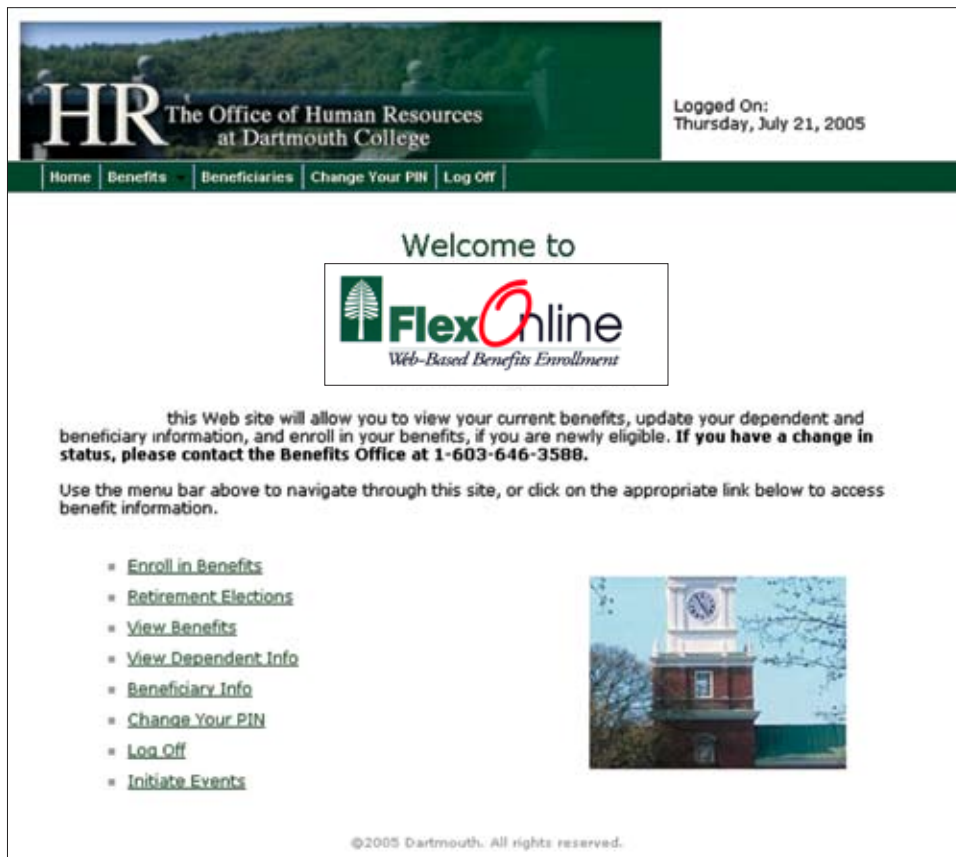


09	S	H	J	79	13	"A"
↑	↑	↑	↑	↑	↑	
Month of Birth	First Letter of Last Name	Last Letter of Last Name	First Letter of First Name	Year of Birth	Day of Birth	

To figure out your Log ID, write down your information in the appropriate spaces provided below:

—	—	—	—	—	—	"A"
↑	↑	↑	↑	↑	↑	
Month of Birth	First Letter of Last Name	Last Letter of Last Name	First Letter of First Name	Year of Birth	Day of Birth	

Your **PIN** is your secure personal identification number that will allow you to access your personal enrollment information.



**First Time Users:** Your PIN will be the last four digits of your social security number. Once you "Log On", you will be prompted to change your PIN and provide a security question and answer that will be used in the event you forget your PIN later.

**Returning Users:** Enter the PIN that you designated during your original Flex Online enrollment. In the event that you have forgotten your PIN, click on the "forgot your PIN?" link that is next to the "Log in" icon. Once you have selected the "forgot your PIN?" link, you will need to enter your Log ID and then the last four digits of your social security number. You will be prompted to answer a security question previously designated by you with the flex online system. Once you answer the question correctly you will be able to change your PIN to any four digit or letter combination except for the last four digits of your social security number.

\* You can change your PIN again any time you want by clicking on "Change Your PIN" on the "Welcome" page. If you do, just be sure to note it down for easy access the next time you log on.

If you forget your PIN, click on "Forgot Your PIN?" on the logon page for assistance.

# ENROLL

Once you log on to FlexOnline, you may:

- Enroll for Dartmouth benefits for the first time: **New Enrollment**
- Review and update your benefit elections during the annual open enrollment period for the next plan year that starts each January 1: **Annual Enrollment**

## HERE'S WHAT TO DO:

On the home page, click on "Enroll in Benefits." Then click on the enrollment event that applies. You will then be asked to review the information that Dartmouth has on file for you.

### Review Employee Information.

If it is correct, click "Next." If it is incorrect in any way, click "Cancel" and contact Human Resources at 603-646-3588.

### Review Dependent Information.

If it is correct, click "Next." If it is incorrect in any way, add or modify as necessary, then click "Next."

Medical	Single	Two Person	Family
BiWeekly Credit (applies only if electing coverage)	\$190.92	\$363.04	\$491.10
	BiWeekly	BiWeekly	BiWeekly
Anthem: Indemnity Plan	<input type="checkbox"/> \$191.41	<input type="checkbox"/> \$382.82	<input type="checkbox"/> \$516.80
Anthem: Preferred Blue (PPO)	<input type="checkbox"/> \$203.38	<input type="checkbox"/> \$406.74	<input type="checkbox"/> \$549.10
Anthem: Blue Choice (POS)	<input type="checkbox"/> \$199.32	<input type="checkbox"/> \$398.77	<input type="checkbox"/> \$538.34
No coverage	<input type="checkbox"/> \$33.33		

Dental	Single	Two Person	Family
	BiWeekly	BiWeekly	BiWeekly
Delta Dental: Premier Dental	<input type="checkbox"/> \$18.81	<input type="checkbox"/> \$33.48	<input type="checkbox"/> \$57.79
No coverage	<input type="checkbox"/> \$0.00		

### ◀ Make Health and Insurance Elections.

For each coverage category (medical, dental, long-term disability, employee life, and dependent life), elect your option by clicking on the button next to the dollar amount for your choice. For the health care flexible spending account and dependent care flexible spending account, indicate your annual contribution amount. When you are done, click "Next." (If you want to change your elections, click "Back" and enter your new choices.)

Note: To elect no medical coverage, you must have coverage from another source. You will be asked to provide the name of your insurance company, the policyholder's name, and Social Security number.

### Enroll Dependents (if applicable).

When you have completed your elections, you will see a table of your dependents and the coverages for which they are eligible. Please review the table and assign your dependents to the appropriate coverage by clicking on the boxes beside their names. For example, if you are enrolling your spouse for medical and dental coverage, click on the boxes under medical and dental next to your spouse's name.

### Designate Beneficiaries.

If you have previously named your beneficiaries, their names (or the name of a trust) will be designated on the online form. If you have not, this is your chance to add (or modify) this important information. You may name your primary beneficiaries (who will receive death benefits after your death) and contingent beneficiaries (who will receive benefits if your primary beneficiaries predecease you). You may log on to FlexOnline and update your beneficiary information at any time.

## Make Retirement Plan Elections. ▶

As a special feature of FlexOnline, you may make your Defined Contribution Retirement Plan and Voluntary Supplemental Retirement Plan elections as well. You can also link to Calvert, Fidelity, and TIAA-CREF to enroll for the first time or make your investment choices.

After you make your elections, be sure to read the agreement on this page and check the box *I have read and agree with the above statements before you click "Next."*

Plan Name	Current election	New election	Application Access Code
Calvert		Calvert Application	(Access Code)
Fidelity		Fidelity Application	(Access Code)
TIAA-CREF		TIAA-CREF Application	(Access Code)

Category	Current Election	Pre-Tax Post-Tax	Monthly Allowance
Medical	Arthem: Indemnity, Single	\$191.41	\$390.02
Dental	Delta Dental: Premier Dental, Single	\$18.81	
Long-Term Disability	70% of Pay	\$4.82	
Employed Life	\$50,000 Coverage (2 x Pay)	\$4.08	\$5.20
Dependent Life Insurance	No coverage		
Health Care Flexible Spending Account	No contribution		
Dependent Care Flexible Spending Account	No contribution		
Main Retirement Plan	Defined Contribution		
Supplemental Retirement Account (SRA)	Contribute		

Total Pre-Tax Cost: \$218.92  
Total Post-Tax Cost: \$5.20  
Total Credit Amount: \$196.12  
Total Biweekly Cost: \$102.80

## Confirm Elections. ▲

Your enrollment is almost complete. All you need to do is review your current elections and costs as well as the total cost of your elections. If you want to change an election, click on the "Back" button until you arrive at the item you wish to change. (Don't worry, your other elections will not be lost if you back up to a prior screen.) If you want to discard your elections and end the enrollment without saving it, click "Cancel."

Benefit Changes Saved!  
Confirmation Statement  
How would you like to receive your confirmation statement? Please select one of the following options.  
 Display my confirmation in a new browser window  
 E-mail my confirmation to me at the address below  
Enter your e-mail address here: [input field]  
Process confirmation request  
Return to Home Page  
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## Save Your Elections. ▲

Once you have reviewed your elections and their costs, click "Finish." Your elections will be saved and you may request a confirmation statement, which you may print right from FlexOnline. You may also request that one be sent to you at the e-mail address you indicate.

# OTHER FEATURES

## View Your Personal Information.

To view your current elections and costs, click on "View Benefits" on the home page. For more information on your benefit options, such as contribution amounts and covered dependents, click on "View" in the last column, next to the benefit you are interested in. For a confirmation statement of your current benefit elections, click on "I want a confirmation statement."

To view your dependent information, click on "View Dependent Info." If it is correct, click "Home." Otherwise, click "Modify" to change a dependent's information, or click "Add" to add a new dependent. [Note: "Status" is required only if your child is age 19 or older.]

To view current beneficiaries for your life insurance, click on "Beneficiary Info." If no beneficiaries are listed, please designate your beneficiaries by clicking on "Add a new beneficiary" or "Add a trust." You can then designate the status (primary or contingent) and the percent of benefit (which must total 100%). Otherwise, click "Modify" to change a beneficiary's information or "Home" if all the information is correct.

# NAVIGATION TIPS

## Getting around FlexOnline is easy...you just need to know where to click.

- Underlined words are “hot links” to other sections of the site or to other Web sites, such as provider sites. Just click on the underlined words for access.
- To return to the home page at any time, click on “Home.”
- To move to the next screen, click on “Next;” to return to a previous screen, click on “Back.”
- To see where you are in the enrollment process, check the progress bar at the top of the screen.
- To change an election during the enrollment process, click on “Back” and then enter your new election.
- To confirm and save your elections, click on “Finish.” You may then print a confirmation statement of your enrollment from FlexOnline.

## A Note About Security

FlexOnline allows you to view and update personal and dependent information, name your beneficiaries, make enrollment decisions for your health and insurance benefits and retirement savings plans, and print a confirmation of your elections. For your privacy:

- A unique Log ID will be provided to you.
- Your Social Security number is not required for logon.
- You can change your PIN at any time.
- The system “times out,” logging you off the system after 15 minutes if there is no activity.

## Enrollment Tips and Reminders

- If you are enrolling for the first time, you must do so within 30 days of your date of hire or of your attendance at Orientation (if later). If you don't, you will be enrolled for the default coverage described in your summary plan description until the next plan year.
- During the annual open enrollment period, you may change your elections as often as you wish, up to the enrollment deadline.
- You cannot make changes in your Dartmouth benefits during the year unless you have a qualifying change in family or work status that affects your benefits such as marriage, divorce, new baby, or job change for you or your spouse. Any change must be made within 30 days of the event.
- You will name your beneficiaries for your retirement plan benefits through Calvert, Fidelity, and/or TIAA-CREF, subject to spousal consent as required by law.
- Be sure to check your confirmation statement to make sure your elections are recorded correctly!

# QUESTIONS?

For benefit-related questions, contact the Benefits Office.

E-mail: [Human.Resources.Benefits@Dartmouth.edu](mailto:Human.Resources.Benefits@Dartmouth.edu)

Phone: (603) 646-3588



Before you enroll, be sure to read your summary plan descriptions, which provide summaries of your Dartmouth benefits. To access your summary plan description for health and insurance benefits, go to “Make Elections” and click on “Summary Plan Description.” For the retirement plans, go to “Retirement Elections” and click on “Summary Plan Description.”