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OPEN ENROLLMENT

October 29, 2018 – November 16, 2018

SeamlessDocs Online Enrollment Instructions:

Before starting the online enrollment process, please make sure you have all the required documents, such as a marriage license or certificate if adding a spouse or birth certificate for adding children, saved to your computer or a USB drive in order to complete the enrollment.

1. On the welcome screen, check the box which states "By continuing I agree that I am willing to complete a digital version of the document(s) and that information about my user session will be stored. and click Next.
2. On the benefits enrollment form, enter all the data marked with a red asterisk (if all the field boxes with a red asterisk are not completed the system will not let you sign the enrollment form).
3. If adding or removing dependents, you must complete all the information in the **Dependent Information** section (when entering the Date of Birth for your dependents, you must use 2 digits for month, day, and year).
4. On the second page, click in the **Signature Here** box.
 - When the **Create Your Signature** screen appears, type your full legal name in the field box and enter your initials and email address.
 - Check the box under the **Apply Signature** button, which states "I agree to electronically sign and to create a legally binding contract between the other party and myself, or the entity I am authorized to represent.
 - Click on **Apply Signature**.
5. Click on **Finalize** and **Submit** and then the **Upload Attachment(s)** box will appear (only upload attachments if adding dependents).
 - Click **Upload Attachment(s)**. If you have more dependents than the amount of spaces on the benefits enrollment form, click on the link again after your first submission and submit a second form with your remaining dependents.
 - When you are done uploading attachments, scroll down and click Continue.
6. If you do not have any dependents then scroll down and click Skip.
7. When you are done you will see the following message: Thank you! Your submission is complete. Your document has been successfully signed.

8. You will receive an email confirmation from **SeamlessDocs** with your enrollment form attached in the email message. Please print the attachment for your confirmation.

Please note that if you make a mistake while enrolling, unfortunately, you will have to start over again. If you have any questions or need any help with the enrollment process, contact **Krista King** at **434.515.5008** or **Lakrisha Young** at **434.515.5089**.

