

SECURITY BILLING DECISIONS SUPPORT
COMMUNICATION PAYROLL INTEGRATION
ONLINE ENROLLMENT
HUMAN RESOURCES REPORTING

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COMMUNICATION PAYROLL INTEGRATION
ONLINE ENROLLMENT
HUMAN RESOURCES REPORTING

Online Benefits Enrollment and Administration



WORKTERRA

Mountain View Whisman SD

Quick Reference Guide for Employees

2016

1 **Welcome** to the Company Name Here Online Benefits Enrollment System powered by WORKTERRA.

2 **To get started, go to WORKTERRA's Website**

<https://WORKTERRA.net>

3 **Enter your User ID**

Your User ID will be the first character of your first name, followed by your full Last Name. For example, if you are Mary Martin, 121-21-1212. Your User ID will be **mmartin**.

Enter your password

4 Your password will be your entire Last Name followed by the First 4 of your Social Security Number.

For example, if you're Mary Martin, 121-21-1212, your password will be **Martin1212**.

Company Name

Enter **Mountain View**

5 **Whisman SD** in the 'Company Name' field. Then click the 'Login' button or hit 'Enter' on your keyboard.



- 1** Once you've logged into WORKTERRA, you will be presented with two agreement pages. The **Employee Usage Agreement** and the **Legal Agreement**. Read both agreements and continue through the employee tunnel experience in WORKTERRA.
- 2** Following the agreement pages you will be presented with the **Open Enrollment Landing page**. Review the Landing page and click Continue to move to the next screen.
- 3** **Review Personal Information:** Review your personal information. If you notice any errors, please contact your Manager or Supervisor.
- 4** **Register Your Dependents:** WORKTERRA will automatically take you to screens that will allow you to add dependents or update their information.
- 5** **Enroll in Benefits:** Beginning with Medical coverage, select your Medical plan. The website will prompt you to repeat this election process for each benefit available to you.
- 6** **Beneficiaries:** Select a dependent from the drop down or click 'Add New Beneficiary' to add your beneficiary. You can also add a secondary beneficiary.
- 7** **Review Elections:** When you have completed your enrollments, review the Confirmation Statement to make sure that ALL information has been updated correctly. If your intent is to cover dependents, make sure that each dependent is listed on the Confirmation Statement under the applicable benefit plan. **Important:** Click Finish at the bottom of the Confirmation Statement to complete your enrollment.
- 8** **You're Finished!** Your benefit elections are now submitted. You will be directed to your home page. If you have any questions, please contact EBS Customer Service at: **(888) 327-2770**.

The screenshot displays the WORKTERRA 'Your Home Page' interface. On the left is a dark blue sidebar with icons for home, user profile, family, umbrella, and bar chart. The main content area is divided into sections: 'Current Benefits' showing 'From Your Pocket' at '\$0.00', 'Enrollment Links' with a 'Plan Comparison Tool' button, and 'QuickLinks' with links for Beneficiary, Eligibility Report, Employee System, and Initiate Qualify. A 'Make Changes' button is prominent at the top left of the main area. Below it are six tiles: Change Password, Child, Confirmation Statement, Demographic, Enrollment Summary, and Spouse. A copyright notice '© Copyright 2013-2014 WORKTERRA LLC. All rights reserved.' is at the bottom.

- 1 Welcome to your home page! This is where you will manage your benefits. You can access a variety of information from your home page.
- 2 **Tiles:** From this area, you can change your password, view your enrollment summary, and view your demographic information.
- 3 **Make Changes:** If you experience a qualifying life event (such as a marriage), you can make changes to your benefits by clicking the 'Make Changes' button.
- 4 **Left Hand side Symbols:** Each of the symbols on the left hand side of the screen provide you with access to even more helpful information, check them out! Using the expandable menu, you can:
 - View and manage your benefits
 - Download forms and plan summaries
 - View your Confirmation Statement (which verifies your coverage)
 - And more...

- 1 Some of the more common problems you may run into are web browser related. Internet Explorer, Firefox, Safari, and Chrome all display websites in different ways.
- 2 We recommend Internet Explorer 11 or higher for the best user experience. If you are having problems with buttons, dropdown menus, or other functions, try using Internet Explorer.



- 3 And
blue
page
pre
click
you



- 4 **Call us, we're here to help!**
If you have any questions or need assistance, please contact EBS Customer Service at **(888) 327-2770**.

