Step-By-Step Enrolling Instructions

STEP 1

Visit **benefits.ollies.us**. NOTE: The enrollment site is designed to work with all browsers, however Chrome provides the best user experience.

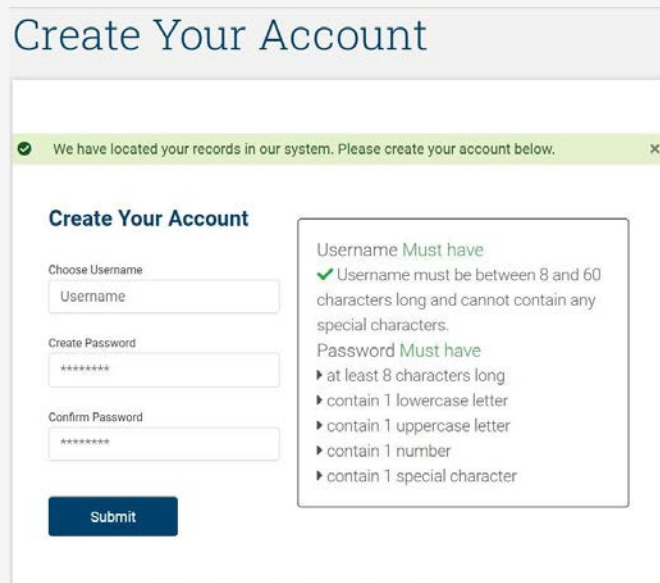Click on **Let's Go** to register your account.

STEP 2

Follow the prompts to Register and create your personal login credentials. Provide the following to confirm your identity:

- Full Social Security Number (SSN)
- Last 4 Digits of SSN
- Date of Birth (mm/dd/yyyy)

If your information is loaded in the system, you will receive the confirmation message shown below.

If your information cannot be found this could mean incorrect information was provided.
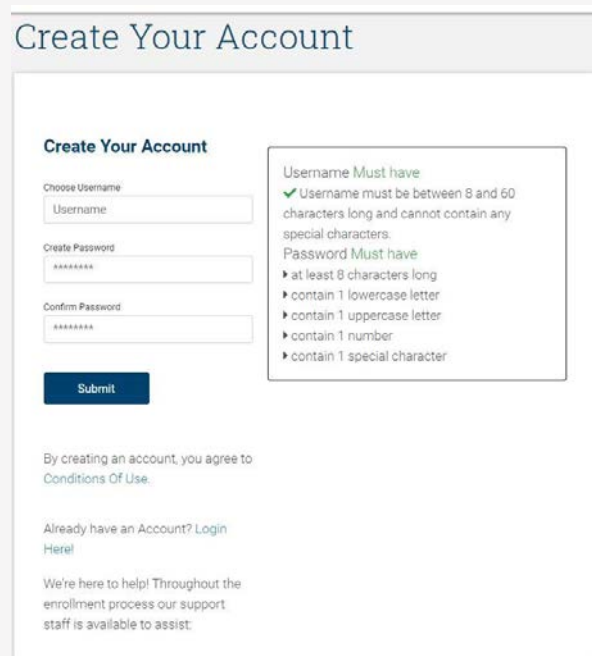
STEP 3

Create your account.
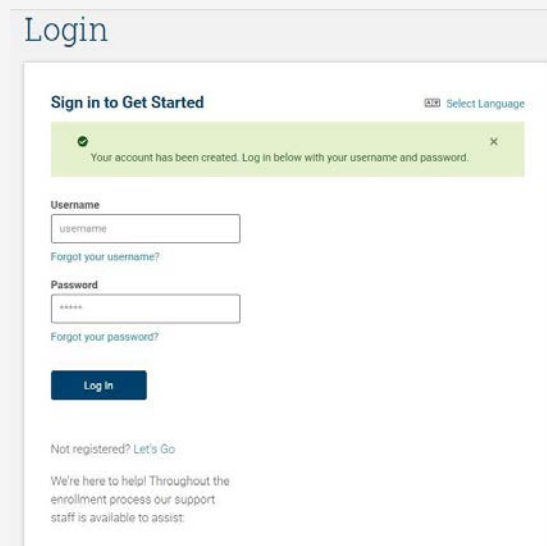
- Choose and enter your username
- Create password
- Confirm password

Click **Submit**

If your information is accepted, you will receive the confirmation message below.
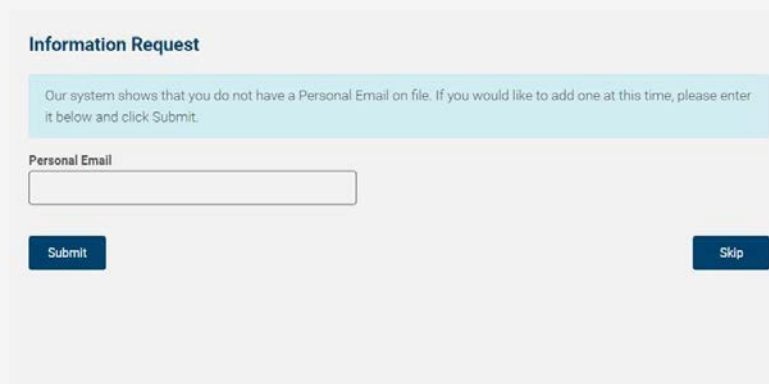
Login

Sign in to Get Started   🔤 Select Language

✅
Your account has been created. Log in below with your username and password.   ✕

Username

[username]

Forgot your username?

Password

[*****]

Forgot your password?

[Log In]

Not registered? Let's Go

We're here to help! Throughout the
enrollment process our support
staff is available to assist.

If you forget your password, click **Forgot Password** and follow the prompts.

STEP 4

Login using your username and password. If you do not have an email address currently on file, you will receive the "Information Request" box seen below. You must enter your email address to receive your confirmation statement. Once you enter your email address, you will be automatically taken to the home page.

Information Request

Our system shows that you do not have a Personal Email on file. If you would like to add one at this time, please enter it below and click Submit.

Personal Email

[ ]

[Submit]   [Skip]

STEP 5

Select **Get Started** – this will start your benefit enrollment session.

1. Once in the system you will need to confirm the following information:

- Personal information is correct on Personal page
- Contact information is correct on Contact page
- Verify dependent information if applicable

If your information is not correct, it MUST/CAN ONLY be changed via myollies portal. ***Please note: If you are adding a dependent you must have their Social Security number.***

2. Learn about your current benefits as you navigate through the enrollment pages and make your enrollment selections.

3. Need help choosing a medical plan? Click **HELP ME CHOOSE** during your enrollment and answer a few simple questions. Based on your responses, a customized rating for each medical option will be provided. The rating is based on your anticipated medical needs, how much you can afford to pay out-of-pocket for medical expenses, and your tolerance for financial risk.

To get the most accurate recommendation, gather the following information before you begin:

- A list of the medications you and your covered family members use
  (both the name of the medication and the dose)
- Approximate household income
- Approximate savings you have to cover out-of-pocket medical expenses

Rest assured the information you provide is completely safe and confidential. None of your responses are shared with anyone, including your employer or the medical plan, and nothing is stored in a database.
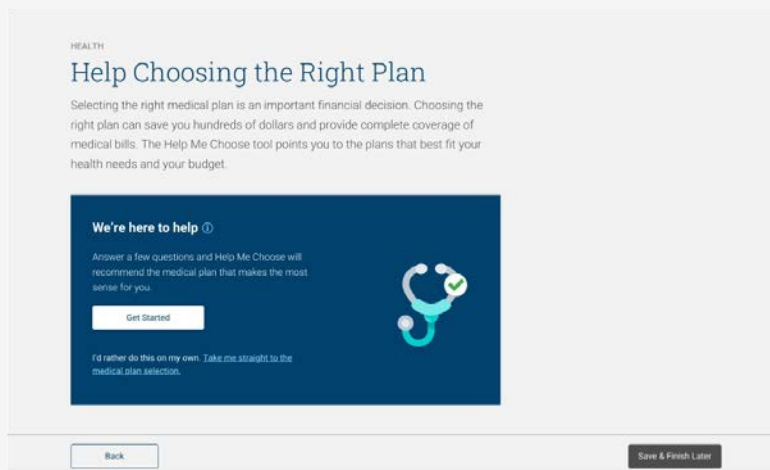
4. Once you have reviewed all plans and made selections, continue through the enrollment until you see your confirmation number – **YOUR ENROLLMENT IS NOT COMPLETE UNTIL YOU SEE THE CONFIRMATION NUMBER**.

NOTE: If you make any changes throughout the enrollment period, you must click **Submit** for your changes to be recorded.