



# Step-By-Step Enrolling Instructions

## STEP 1

Visit [benefits.ollies.us](https://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.

The screenshot shows the 'Login' page. At the top, it says 'Login'. Below that is a box titled 'Sign in to Get Started' with a 'Select Language' link. Inside the box, there are fields for 'Username' (with 'username' as a placeholder) and 'Password' (with 'xxxx' as a placeholder). Below each field is a link: 'Forgot your username?' and 'Forgot your password?'. A blue 'Log In' button is at the bottom of the box. Below the box, it says 'Not registered? Let's Go' and provides a brief message about support staff availability, with a link to 'Call a Counselor'.

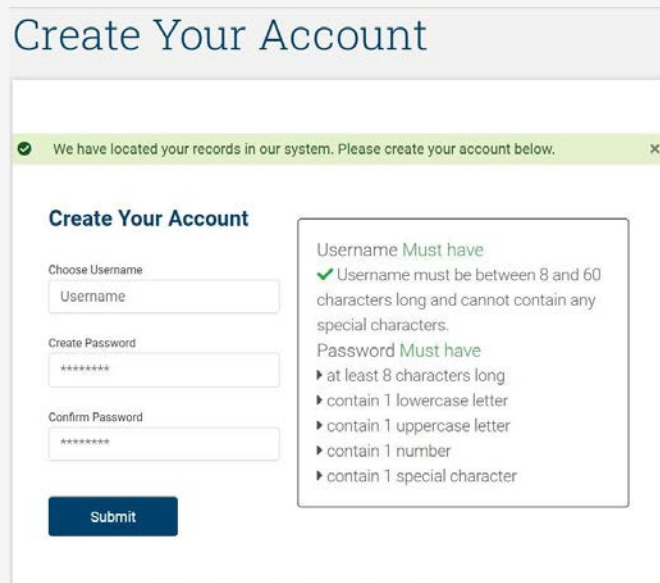
## STEP 2

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)

The screenshot shows the 'Registration' page. It has a title 'Registration' and a section 'Confirm Your Identity'. Below this are three input fields: 'Enter Full Social Security Number', 'Enter Last 4 Digits of Social Security Number' (with 'XXXX' as a placeholder), and 'Enter Date of Birth' (with 'mm/dd/yyyy' as a placeholder and a calendar icon). At the bottom is a black button with white text that says 'Continue to Registration'.

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



The screenshot shows a web form titled "Create Your Account". At the top, a green banner with a checkmark icon contains the message: "We have located your records in our system. Please create your account below." Below this, the form has three input fields: "Choose Username" (with "Username" entered), "Create Password" (with "\*\*\*\*\*" entered), and "Confirm Password" (with "\*\*\*\*\*" entered). A blue "Submit" button is at the bottom left. On the right, a box lists requirements: "Username Must have" (checked) and "Password Must have" (bullet points: at least 8 characters long, contain 1 lowercase letter, contain 1 uppercase letter, contain 1 number, contain 1 special character).

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



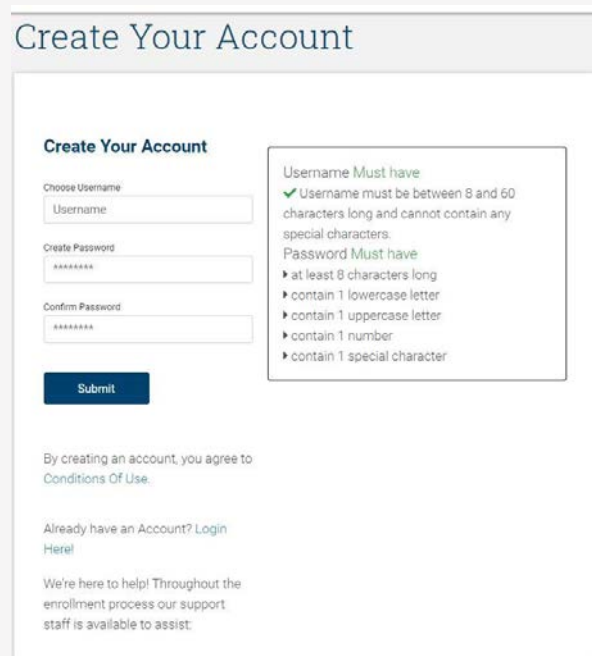
The screenshot shows a red error banner with a warning icon. The text reads: "We seem to be having trouble with your ID information. Please contact the Benefits Enrollment Center or your human resource representative." A close button (X) is on the right.

## STEP 3

Create your account.

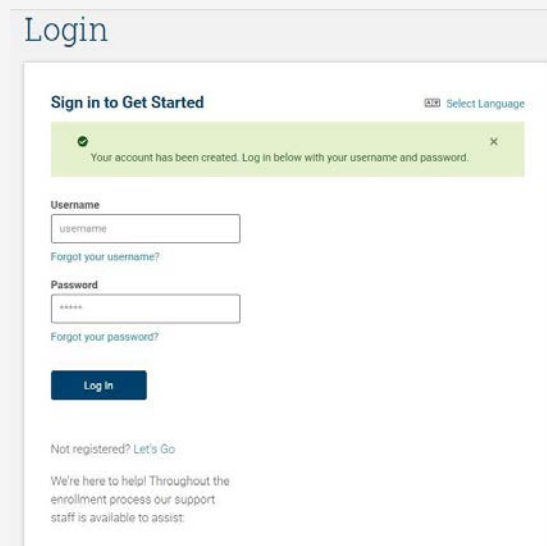
- Choose and enter your username
- Create password
- Confirm password

Click **Submit**



This screenshot shows the same "Create Your Account" form as above, but with additional content at the bottom. Below the "Submit" button, it says: "By creating an account, you agree to [Conditions Of Use](#)." Below that is a link: "Already have an Account? [Login Here!](#)". At the very bottom, it says: "We're here to help! Throughout the enrollment process our support staff is available to assist."

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

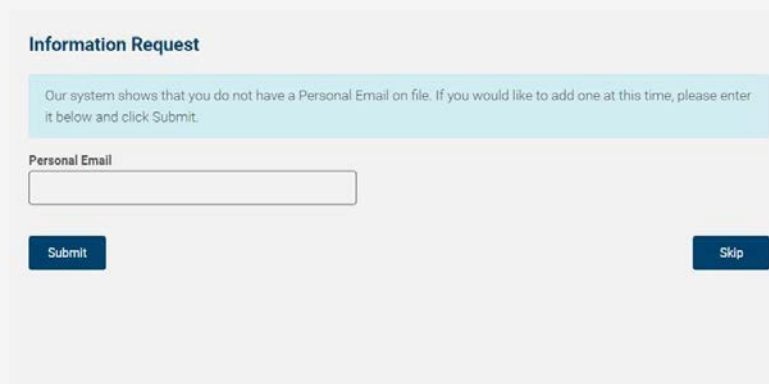


The screenshot shows a 'Login' page with the heading 'Sign in to Get Started' and a 'Select Language' link. A green success message states: 'Your account has been created. Log in below with your username and password.' Below this, there are input fields for 'Username' (containing 'username') and 'Password' (containing '\*\*\*\*\*'). Links for 'Forgot your username?' and 'Forgot your password?' are provided. A 'Log In' button is at the bottom. At the very bottom, there is a link 'Not registered? Let's Go' and a support statement: '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.



The screenshot shows an 'Information Request' form. A light blue message box says: '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.' Below the message is a 'Personal Email' label and an empty text input field. At the bottom are two buttons: 'Submit' and '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

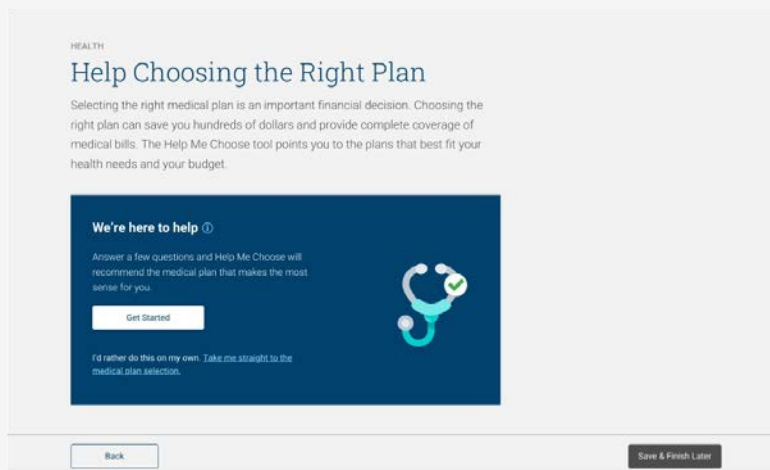
If your information is not correct, it MUST/CAN ONLY be changed via myollies portal. **Please note: If you are adding a dependent you must have their Social Security number.**

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.