Step-By-Step Enrolling Instructions

STEP 1

Visit **https://www.benefitsgo.com/TrinityHealthMI**. 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:

- Last 4 of SSN
- DOB (mm/dd/yyyy)
- Zip Code

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.

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.

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

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

3. 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**.