



Enrollment Guide at a Glance

1. Your payroll specialist will send a log in email from Ease. Make sure to click on the link at the bottom of the email to access the Ease portal.

For optimal performance it is recommended that you use
Chrome or Firefox as your browser.



2. Click  to begin your enrollment.


3. Follow the prompts on each page to complete your benefit enrollment.

Click  to proceed to the next section.

4. Verify your personal information is correct and enter in any of your dependent information. You must include dependent verification as instructed, otherwise enrollment may be delayed. Dependent verification **MUST** be included during enrollment. Without verification enrollment will be set up as **SINGLE** coverage.

5.  your benefit by selecting  or  for each plan.

Click  to proceed to the next benefit.

6. You will then be prompted to provide any missing data. Once you have done this, you will be able to review and sign your forms using your mouse or mobile device. 

7. Before you review your forms

Create your signature

Start typing your full name as it appears below.

Your Name Here

type your name.

THEN

Sign your signature

Create your signature

Some careers require a hand-drawn signature. Please draw your signature in the box below.

John Doe

and follow the prompts to finish.

8. Your benefit elections will be completed once you see the Congratulations Screen.

9. If you have questions, reach out to your payroll specialist.