



Hixme



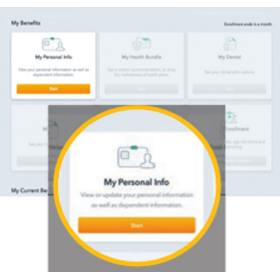
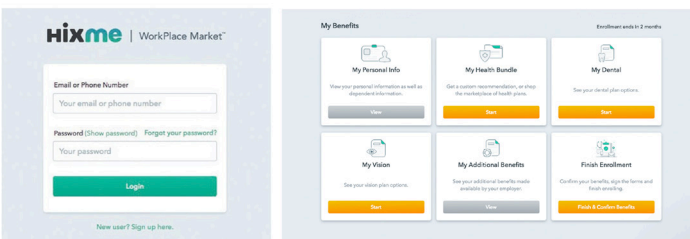
Enrolling Online: Your Quick Reference Guide

STEP 1: Log into the Hixme WorkPlace Market

Go to **enrollme.hixme.com** during your scheduled Open Enrollment period.

If you are a new user and haven't yet created a Hixme account, click the link **New User? Sign Up Here** at the bottom of the screen, which will advance you to the Sign Up page.

After filling out the form, click **Sign Up** at the bottom of the screen, which will automatically advance you to the **Terms and Conditions** page. Review and scroll down to accept. You will then advance to the **My 2019 Benefits** dashboard.



STEP 2: Review Your Personal Information

From the **My 2019 Benefits** dashboard, click **Start** on the **My Personal Info** box.

Your information should be preloaded by your employer before enrollment begins. First, review the information listed for you.

If your information is correct, click **Save & Continue**. If your information is not shown or is incorrect, click **Edit** and enter or update your information on the form that appears. Once you have edited your information, click **Save**. You will then advance to the Dependent Information screen.

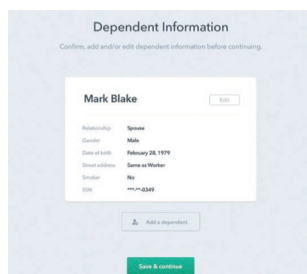
STEP 3: Review Your Dependent Information

Review the information listed for your dependents. If your dependent's information is correct, click **Save & Continue**.

If your dependent information is incorrect, click **Edit** and enter or update your information on the form that appears.

You can add an additional dependent by clicking **Add a Dependent**.

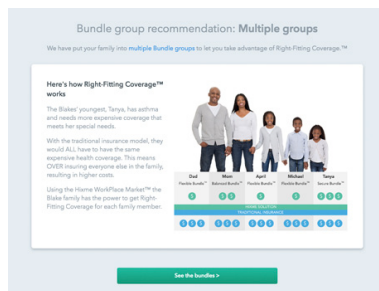
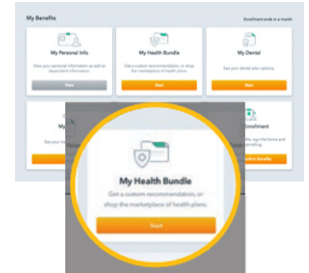
Your **Personal Info** screen will show the information for you and your dependents. If everything is correct, click **Continue**.



STEP 4: Identify Medical Needs for You and Your Family

Once you have reviewed and saved your **Personal Info**, you will automatically advance to the **Medical Needs for 2019** questionnaire in the next section, **My Health Bundle**. You will be asked four questions about current and anticipated health needs for 2019 for you and your family.

You can also skip these questions and decline medical coverage. See opposite side.



STEP 5: Understand Multiple Bundle Groups and Right-Fitting Coverage™

Based on the answers to your profile questions and personal preference, it may be beneficial for your family to shop for Health

Bundles in more than one Bundle group. This is how we achieve **Right-Fitting Coverage** for everyone in your family.

If your family has been split into multiple Bundle groups, you will see a message at the top of the screen with the details.

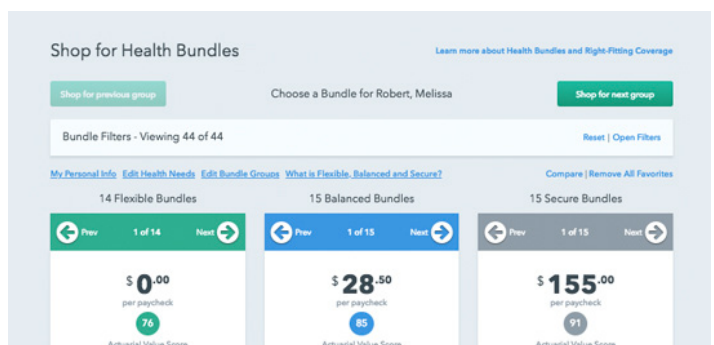
To see the recommended multiple Bundle groups, click **See the Bundles**.

Once you have reviewed and revised your Bundle groups, click **Return to Shopping** to continue shopping.

You will see which group you are shopping for listed on the top of the screen (**Group 1 of 2**).

STEP 6: Search and Compare

To help you avoid buying too much or too little coverage, you will be shown various Hixme Health Bundle™ options based on your answers to your medical needs questions.



STEP 6: continued

Bundles are organized into the three Hixme Health Bundle levels: **Flexible • Balanced • Secure**

Each Bundle level will have multiple Bundle Cards.

Each card shows a different plan option with:

- Your cost
- Carrier
- Plan type (PPO, HMO etc.).

STEP 7: Use Filters to Search and Compare

Use the **Preset Filters** to Find **My Current Bundle** or to see **Similar to Current Bundle** if currently enrolled.

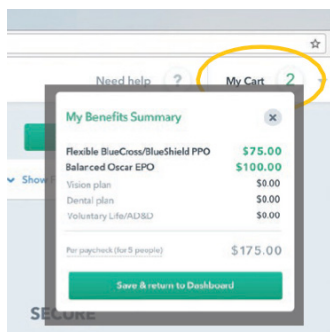
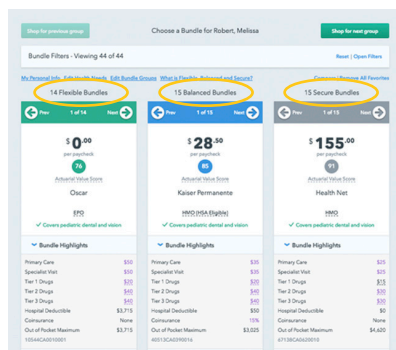
We **STRONGLY** encourage you to try different filter settings to see different results. Really explore your options. Shop around and compare plans. **That is what Hixme is all about.**

STEP 8: Navigate and Compare

Each level has more bundles than just what is displayed on your screen.

Click **<Prev** or **>Next** to scroll through the bundles within each level.

REMEMBER: Use the **Filters** to increase or limit your Bundle options. Click **DETAILS** for more plan information.



STEP 9: Select Your Health Bundle

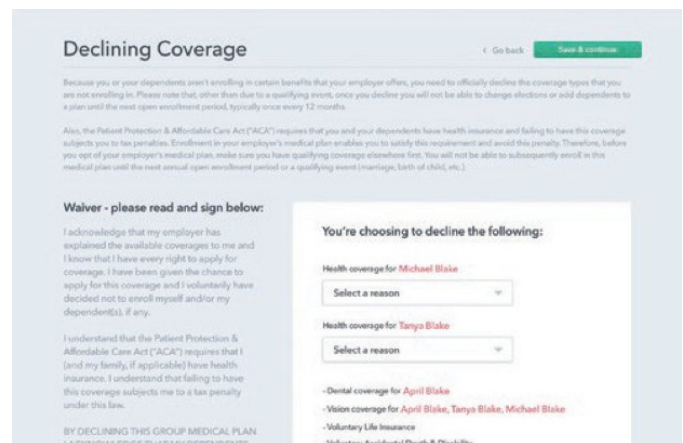
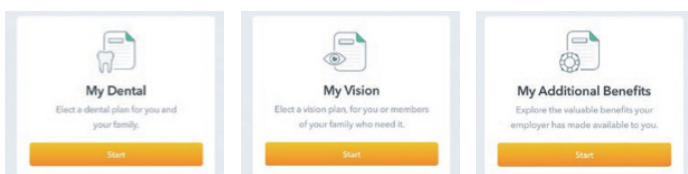
To view what is in your shopping cart, click **My Cart** in the upper right of the screen.

Once you have reviewed all your options and you are ready to select your plan, simply click **Add to My Benefits**.

STEP 10: Select Your Other Benefits

Depending on the benefits your employer offers, you will be guided through the shopping and selection for each category.

Once you have made your selections for each benefit, click **Save & Continue** and you will automatically advance to the next available benefit.



DECLINING COVERAGE

If you wish to decline any of the coverages, you will have that option in each benefit category or in the **Finish Enrollment** section.

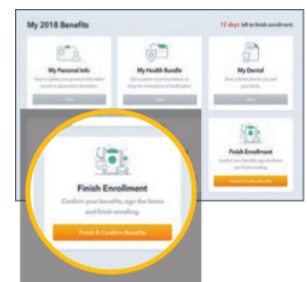
In the **Finish Enrollment** section, you will need to select each category you are declining coverage for.

STEP 11: Finish and Confirm Benefits

Once you have made your selections for all your benefits, you will be advanced to the **Finish Enrollment** box.

Click **Finish & Confirm Benefits**.

There, you can review all the benefits for you and your family.

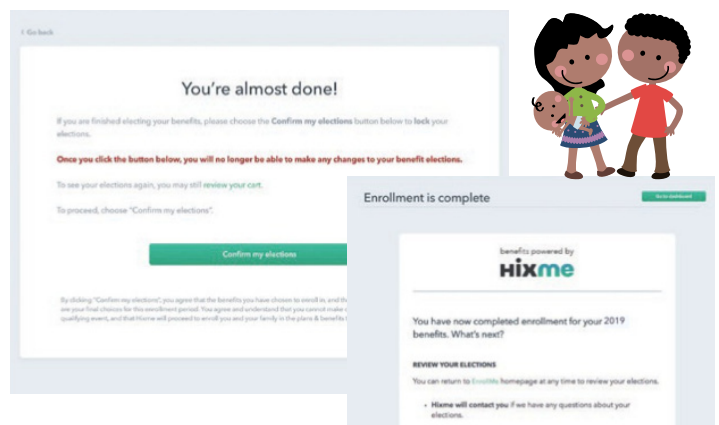


STEP 12: Finalize Your Elections

Once you click **Confirm my Elections**, you will **NO LONGER BE ABLE TO MAKE ANY CHANGES** to your benefit elections.

You should **Print Your Confirmation** for your records.

After clicking **Confirm My Elections**, additional screens will advance for you to review and "sign."



Congratulations! You did it!