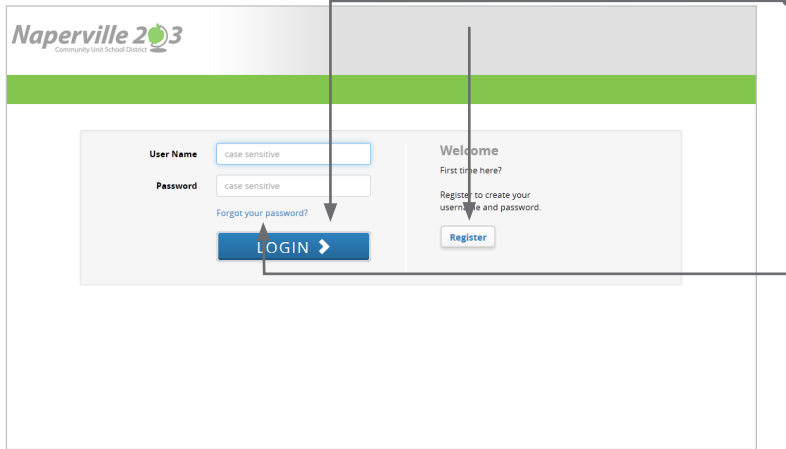


BENEFIT ENROLLMENT MADE EASY

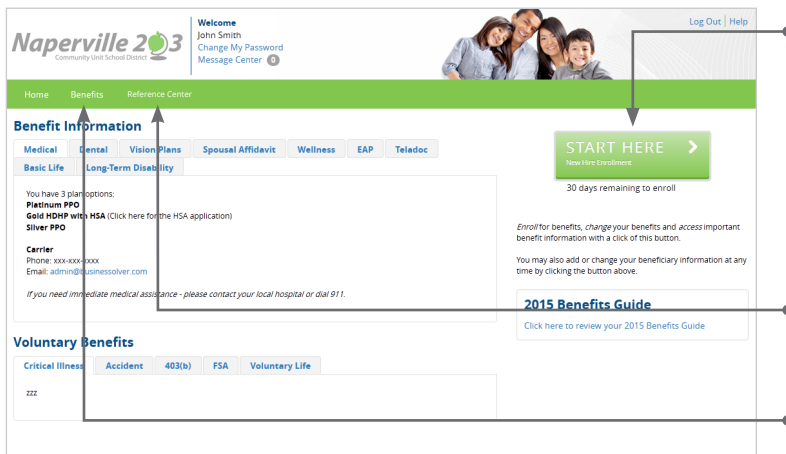


Get started

Visit Employeebenefits.naperville203.org and login by entering your user name and password. **If you are a first-time user**, click on 'Register' to set up your user name, password and security questions. Our 'Company Key' is **D203** (note: it's case sensitive).

Forgot your password or login?

1. Visit Employeebenefits.naperville203.org and click on the 'Forgot your password?' link.
2. Enter your social security number, company key and date of birth.
3. Answer your security phrase.
4. Enter and confirm your new password, then click 'Continue' to return to this page and login.



Begin enrollment

Click 'Start Here' and follow the instructions to enroll in your benefits or waive coverage. Review your information.

You must make your elections by the deadline located under the 'Start Here' button. If you miss the deadline you will waive any electable benefit coverage, and have to wait until the next annual benefit enrollment period to enroll.

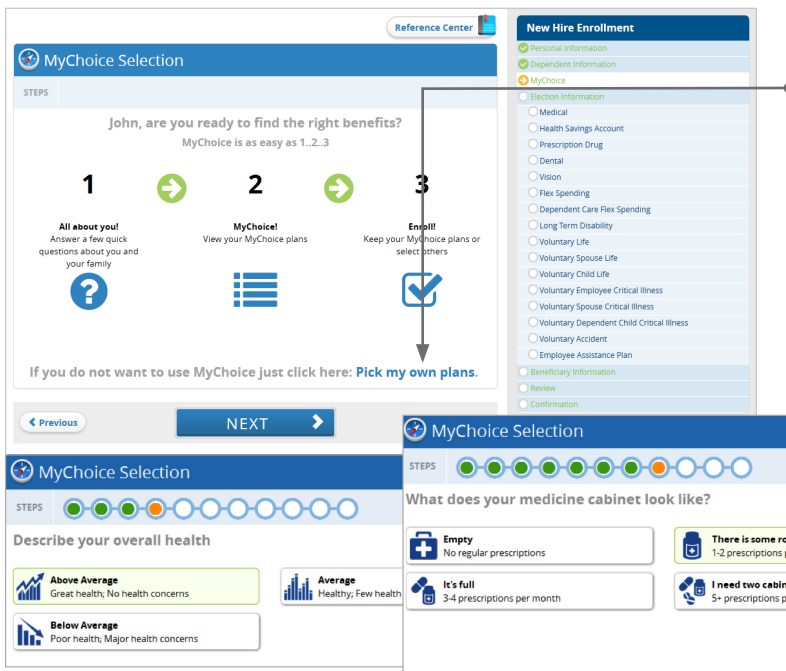
Wondering what something means?

View the online glossary in the 'Reference Center.'

Want to review your current plan?

You have year-round access to your benefit summary and specific benefit elections at Employeebenefits.naperville203.org.

1. Click 'Benefits Summary' in the 'Benefits' tab.
2. Review your current plan.



Already know what you want?

Click on the 'Pick my own plans' link to skip directly to choosing your benefits.

Need help with your benefit choices?

Click on the 'MyChoice' icon to answer a few questions about who you want covered and get customized recommendations based on those answers. These questions will assess you and your dependents' overall health, lifestyle and other factors that can help determine a better recommendation. **These answers are purely for recommendation purposes and are not shared with your employer.**

Make your elections

Check the 'Compare Plan' checkboxes for plans you would like to compare, then click on 'Compare Plan.' Or look at 'Plan Details' before clicking 'Select' on your preferred plan. Track your choices along the enrollment bar which updates with your total cost.

If you are using the MyChoice option, you will receive two recommendations. The 'Best MyChoice Match' determines the recommended plan for you based on the financial and lifestyle risk questions you answered. The 'Low Cost Option' is the cheapest recommended plan based on your answers.

If you have any questions as you go through enrollment, contact the benefits team at 630-420-6325 (certified staff & administrators) or 630-420-6327 (non-certified staff).

Click the 'MyChoice' button to change your MyChoice responses.

Click the 'edit' button to personalize your plan usage details.

Review your elections

Review, edit and approve your personal information, elections, dependents and total cost.

Approve

Once you have reviewed your elections and they are accurate, click 'Approve'.

Confirm your choices

Your enrollment isn't complete until you confirm your benefit elections and submit all your required documentation to your benefit coordinator in the business office.

Print

Print your election information and confirmation number for future reference.

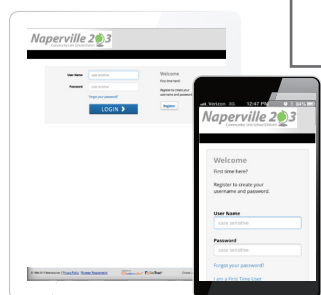
MAKE MID-YEAR CHANGES

The benefit elections you make will remain in effect until the end of the plan year, unless you are affected by one of these life changing events:

- Getting married or divorced,
- A change in job status (for you or an enrolled dependent),
- Having a baby or adopting a child, or
- An enrolled child turning 26.

If you experience any of these qualifying events, you must provide the required supporting documentation and make changes within **30 days** of the event.

1. Login to Employeebenefits.naperville203.org.
2. Click on the 'Start Here' button to change your benefits or your basic information.
3. Select the life event button and make your changes.



ENROLL ON MOBILE

Enroll in your benefits from your mobile device. Visit Employeebenefits.naperville203.org on your cell phone to access and enroll in your benefits.

Employeebenefits.naperville203.org
Company Key: D203
Certified staff and administrators: 630-420-6325
Non-certified staff: 630-420-6327