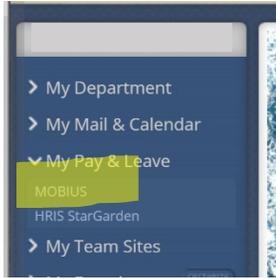
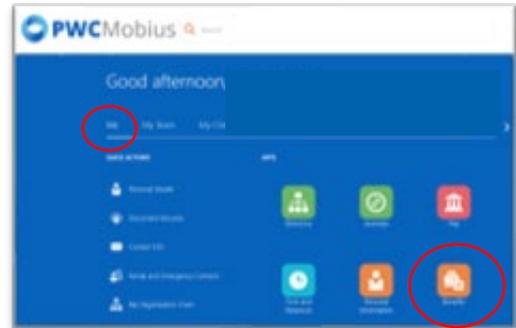


Enrolling in PWC Benefits

1. Log into Mobius from PWConnects under “My Pay & Leave.”

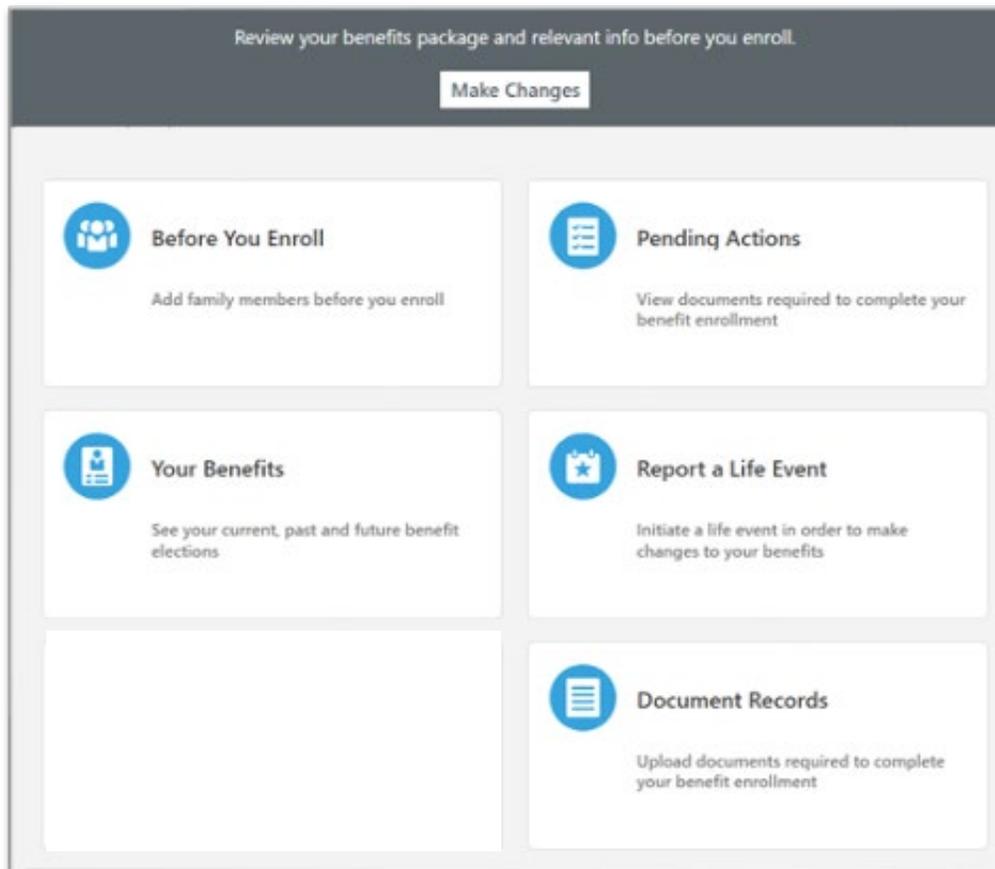


2. Go to the Benefits Section. Navigation: Me > Benefits



3. Go through the necessary steps to enroll in PWC Benefits:

Main Benefit Screen



Step 1: Add dependents under “Before you Enroll”

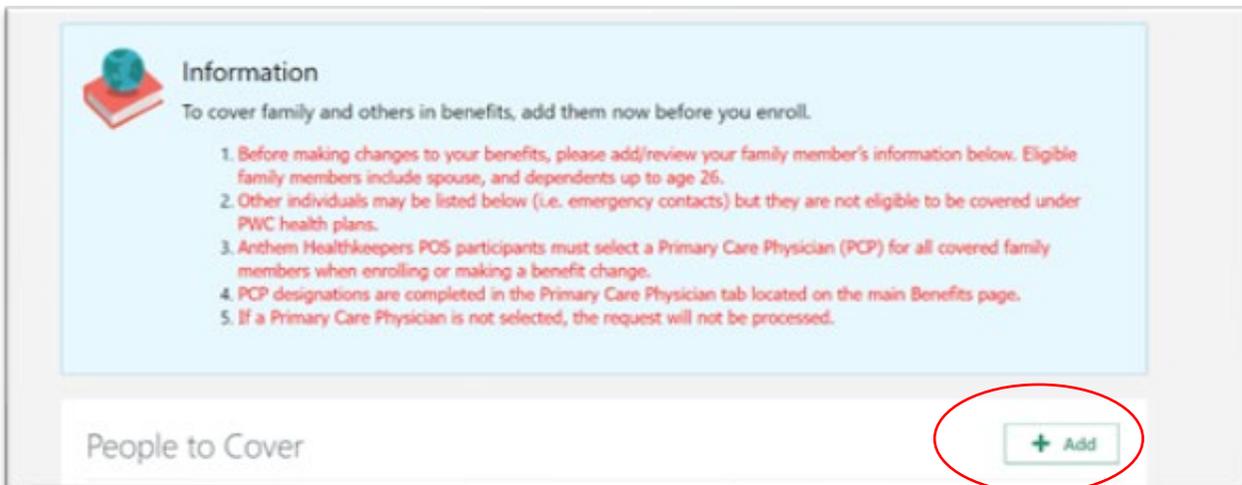
Step 2: You will be prompted to elect benefits after dependents are entered

Step 3: Pending Action Items: See any required documents once you submit your elections

Step 5: Upload required documents

Enrolling in PWC Benefits

Step 1: Adding Dependents – Click on the Add Button to add dependents. Skip this step if you have no dependents.



Information
To cover family and others in benefits, add them now before you enroll.

1. Before making changes to your benefits, please add/review your family member's information below. Eligible family members include spouse, and dependents up to age 26.
2. Other individuals may be listed below (i.e. emergency contacts) but they are not eligible to be covered under PWC health plans.
3. Anthem Healthkeepers POS participants must select a Primary Care Physician (PCP) for all covered family members when enrolling or making a benefit change.
4. PCP designations are completed in the Primary Care Physician tab located on the main Benefits page.
5. If a Primary Care Physician is not selected, the request will not be processed.

People to Cover + Add

TIPS:

- All fields with an * are required.
- “Spouse” or “Child” in the relationship box is preferred.
- Click on the drop down box to select your address if you are using the “Use My Address” option.

Step 2: Enrolling in Benefits – You may enroll in benefits by clicking on the Continue button in the top right corner of the “Before you Enroll” Tab. FYI, you can also get to this screen by clicking on the “Make Changes” Button listed on the main Benefits Screen

Me > Your Benefits > Before you Enroll



Before You Enroll Continue

Information

After you accept the acknowledgement, you will be directed to the benefit election screen. Click on the edit button in each section if you want to enroll in a benefit. Make selections and hit continue.



Health Insurance Edit

Medical

Enrolling in PWC Benefits

Once you have made your benefit elections, click on the submit button in the top right corner.



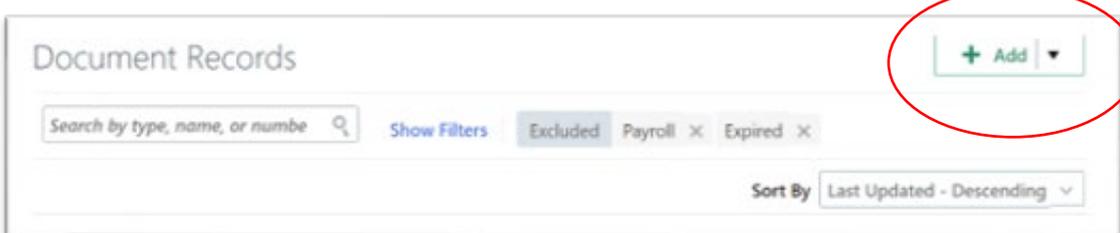
TIPS:

- FSA election amounts are limited by paycheck. If you are getting an error message, contact HR Benefits Team at HRBenefitsTeam@pwcgov.org
- Additional enrollment steps are required to enroll in optional life insurance coverage. Contact HR Benefits for guidance.
- Once all elections are made, you may print your elections for your records. You can also access your benefits on the main benefit screen by selecting “Your Benefits”, and changing the date to the coverage effective date.
- Coverage is effective the 1st of the month following your hire date.

Step 3: Pending Action Items – Employees will receive an email if additional documentation is required. This tab will show you what documents are needed. You only have to submit the document once. New Hires will be asked to submit the following:

- Documentation showing proof of relationship for dependents.
- Copies of social security cards

Step 4: Upload Required Documents – Click the “Add” Button to upload a document.



TIPS:

- Select document names that begin with BEN
 - BEN marriage certificate
 - BEN dependent social security card
- You will get an approval once the document is viewed