# **Online Services** Employee Step-by-Step Tutorial

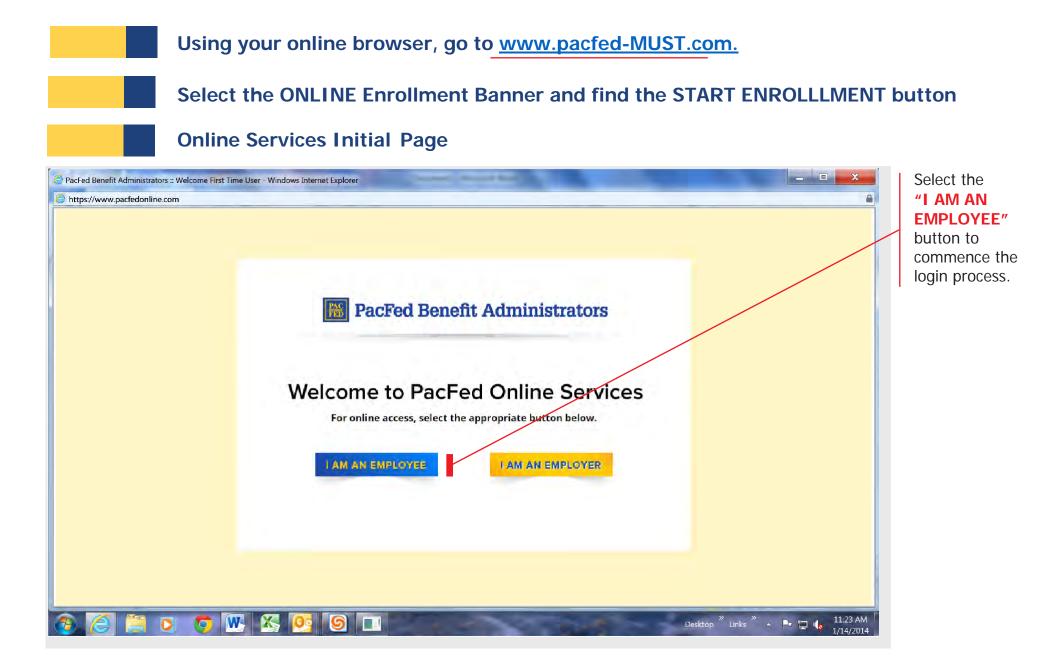
www.pacfed-must.com

### **PacFed BenefitAdministrators**

a Zenith American company

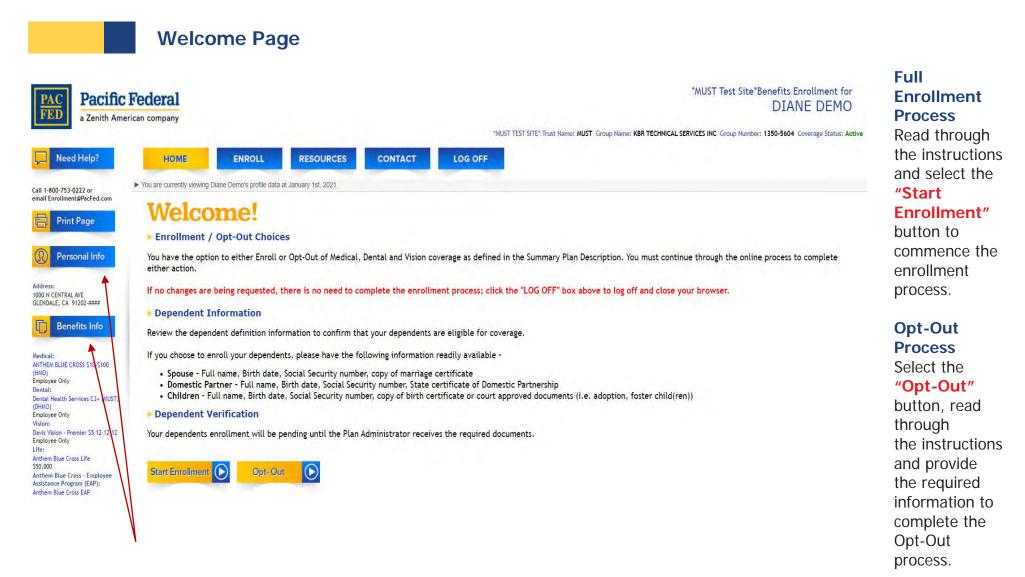
1000 North Central Avenue, Suite 400, Glendale, CA 91202 818.243.0222 | 800.753.0222 | PacFed.com | CA License #0L45116





## Online Services Login Page

C PacFed Benefit Administrators :: Welcome First Time User - Windows Internet Explorer	1 Enter your
https://www.pacfedonline.com	default username:
PacFed Benefit Administrators	Last 4 digits of your Social Security number
Online Services 🕨 Employee Login Page	followed by first
EMPLOYEE LOGIN STEPS   • STEP 1 - Enter your default username   Your default username is the last four digits of your Social Security Number followed by the first five letters of your last name contrain a space, include the space in your username.   • STEP 2 - Enter your default password   Your default password is your birth date in mmddygyg format ceampit: 05141973).   • STEP 3 - Click the Login button     Clange Password?   • STEP 3 - Click the Login button	5 letters of your last name in ALL CAPS. <b>Example:</b> <b>1234SMITH</b> If your last name is less than 5 letters, type in your whole last name. If your last name is more than 5
Need Help? CONTACT PACFED AT 1-800-753-0222 OR ENROLLMENT@PACFED.COM	letters, enter ONLY the first 5
Desktop <sup>*</sup> Links <sup>*</sup> • • • • • • • • • • • • • • • • • • •	letters.
Birth date in <b>mmddyyyy</b> format.	



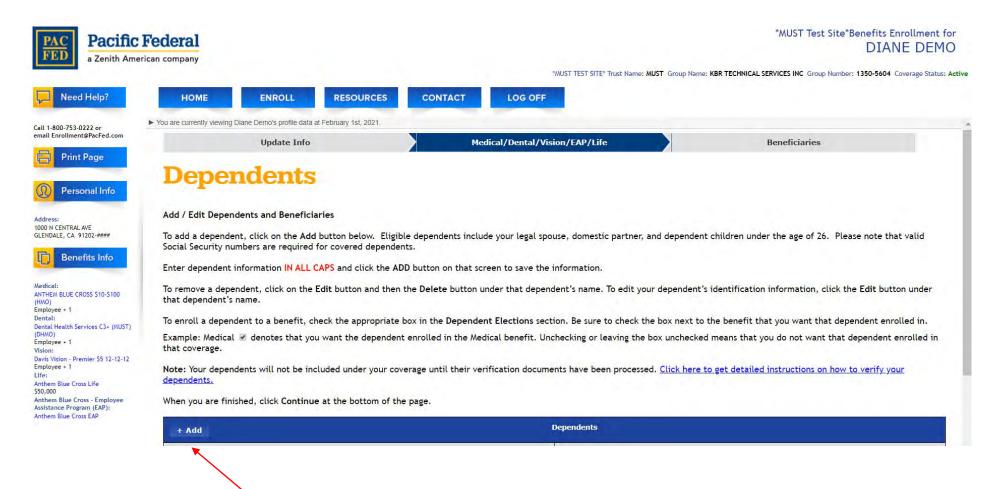
#### No Change — Verification Process

Select the **"Benefits Info"** button or the **"Personal Info"** button to review your personal information and your current enrollment. If satisfied, select the **"I Accept"** button to complete the enrollment process. If personal changes are required, make the necessary updates, click **"Continue"**, then the **"I Accept"** button to complete the process.



#### **Benefit Enrollment Pages**

Select from the benefit options provided by your employer. Ensure your dependent information is correct, as well as providers for both plans. And, if applicable, your life insurance beneficiary information. Then, select the **"I Accept"** button to complete the enrollment process.



#### Adding Dependents -

To add a Dependent, click the "Add" button. A new window will pop up displaying the required information necessary to add your dependent to their coverages.

PAC FED a Zenith Ameri				*MUST Test Site*Benefits Enrollment for DIANE DEMO
Need Help?	HOME ENROLL RESOURCE	CES CONTACT	*MUST TEST SITE* Trust Name: MUST Group N	lame: KBR TECHNICAL SERVICES INC Group Number: 1350-5604 Coverage Status: Active
Call 1-800-753-0222 or email Enrollment@PacFed.com	Enter dependent information IN ALL CAPS and click		Add	x -
Print Page Personal Info Address: 1000 N CENTRAL AVE GLENDALE, CA 91202-#### Content of the second o	To remove a dependent, click on the Edit button and dependent's name. To enroll a dependent to a benefit, check the approx Example: Medical 🖉 denotes that you want the dependents will not be included under y When you are finished, click Continue at the botton           Identifica           DOUG DEMO           Relationship:           Sex: Male           Dependents Pending           Same Address As Member: Yes	Middle Name Last Name Social Security # Relationship Birth Date Sex Medical Benefit Package PCP Name Medical PCP ID Medical Group Name PDP Name Dental PCP ID Dependent Status	Not a Dependent × Male × Pending ×	ation information, click the Edit button under that fit that you want that dependent enrolled in. hat you do not want that dependent enrolled in that ailed instructions on how to verify your dependents.
Assistance Program (EAP): Anthem Blue Cross EAP	Back Continue	Verification Date Terminated Date Same Address As Member Address 1 Address 2		-

#### Adding Dependents (cont'd) -

Enter the required information for the Dependent you will be adding in the "Add" pop-up window. Once completed, click the "Add" button at the bottom to complete the process. Please note, <u>DO NOT</u> change the Dependent Status in the Pop-Up window as your dependent will remain pending until the required documentation is received.

can company	-			* Trust Name: MUST Group Name: KBR TECHN	ICAL SERVICES INC Group Number: 1350-560	
HOME	ENROLL	RESOURCES	CONTACT LOG OFF			
Your Enrollm	ent Summary					
	Benefit		Plan	Coverage	Effective Date Update	
Medical	edical Medical/Dental/Vision/EAP Options Rider & Life Insurance		Employee Only	11/01/2020		
Dental	Dental		Dental Health Services C3+ (MUST) (DHMO) Davis Vision - Premier \$5 12-12-12		11/01/2020 <b>3</b> 11/01/2020 <b>3</b>	
Vision						
Life Insurance		Anthem BlueCross Life		\$50,000 Coverage	11/01/2020	
Employee Assistance Program		Anthem BlueCross EAP		Employee Only	11/01/2020	
Dependents Edit	and Beneficiaries	_	Dependents			
	Identification	un en	Dependent Elections		Beneficiary Elections	
DOUG DEMO Relationship: Beneficiary Relati Sex: Male Dependent Statu: Same Address As	s: Pending		No Coverage	100% (Primary)		

# Adding/Editing a Beneficiary -

To add or edit a Beneficiary, click the "Edit" button. The Dependent/Beneficiary box will pop up in order to make your changes.

a Zenith Ame	Federal prican company	*MUST TES	*MUST Test Site*Benefits Enrollment fo DIANE DEMC ST SITE* Trust Name: MUST Group Name: KBR TECHNICAL SERVICES INC Group Number: 1350-5604 Coverage Status: A
Need Help?	HOME	RESOURCES CONTACT LOG OFF	
ll 1-800-753-0222 or	You are currently viewing Diane Demo's profile data a	at February 1st, 2021.	
Print Page	Dependents		
Personal Info	Add / Edit Dependents		
Idress: 00 N CENTRAL AVE ENDALE, CA 91202-####	note that valid Social Security nur	mbers are required for covered dependents.	spouse, domestic partner, and dependent children under the age of 26. Please
Benefits Info		the <b>Delete</b> button under that dependent's name. To edit you pendent to a benefit, check the appropriate box in the <b>Dep</b>	our dependent's identification information, click the <b>Edit</b> button under that pendent Elections section.
	MARK MARKET AND		
THEM BLUE CROSS \$10-\$100	Note: Your dependents will not be inc dependents.	luded under your coverage until their verification documents hav	e been processed. <u>Click here to get detailed instructions on how to verify your</u>
ITHEM BLUE CROSS \$10-\$100 MO) iployee Only intal:			e been processed. <u>Click here to get detailed instructions on how to verify your</u>
edical: THEM BLUE CROSS \$10-\$100 MO) uployee Only ntal: ntal Health Services C3+ (MUST) HMO) uployee Only tens	dependents.		
THEM BLUE CROSS \$10-\$100 10) poloyee Only ntal: ntal Health Services C3+ (MUST) 140) ployee Only Ion: 15 Yision - Premier \$5 12-12-12	dependents. When you are finished, click <b>Cont</b>	tinue at the bottom of the page.	
THEM BLUE CROSS \$10-\$100 (O) poloyee Only tata: tat Health Services C3+ (MUST) (MO) ployee Only for: fs Vision - Premier S5 12-12-12 ployee Only s:	dependents. When you are finished, click Cont + Add Identification DOUG DEMO	tinue at the bottom of the page. Depende	ents
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ITHEM BLUE CROSS \$10-\$100 MO) sployee Only ental: Intal Health Services C3+ (MUST) HMO)	dependents. When you are finished, click Cont + Add Identification DOUG DEMO Relationship: Beneficiary Relationship: Spouse Sex: Male Dependent Status: Pending Same Address As Member: Yes	Dependent Elections  PCP Name	Beneficiary Elections Beneficiary Relationship Spouse
THEM BLUE CROSS \$10-\$100 MO) ploybee Only ntal: ntal Health Services C3+ (MUST) HMO) ploybee Only ison: vis Vision - Premier S5 12-12-12 ploybee Only ie: them Blue Cross Life 0,000 them Blue Cross - Employee sistance Program (EAP):	dependents. When you are finished, click Cont + Add Identification DOUG DEMO Relationship: Beneficiary Relationship: Spouse Sex: Male Dependent Status: Pending	Dependent Elections PCP Name PDP Name P	ents Beneficiary Elections Beneficiary Relationship Beneficiary Type Primary

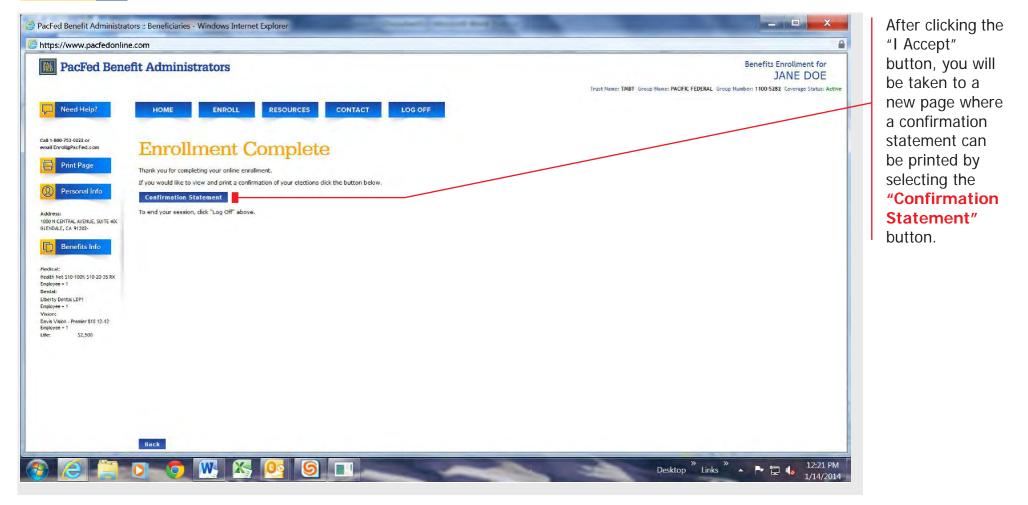
#### Adding/Editing a Beneficiary (cont'd) -

To add or edit a Beneficiary, click the **"Edit"** button. Click on the areas in the **"Beneficiary Elections"** box and choose the drop down arrow in each section to select the appropriate answer. You will also need to allocate the correct percentage to your beneficiaries if you are adding more than one.

## Accept Your Elections Page

🔗 PacFed Benefit Administrators :: Beneficiaries - Windows Internet Explorer	Clicking the
le https://www.pacfedonline.com	"Yes, I Accept" butto
	confirms your enrollment selections and
The authorization below to obtain and release medical information is being requested of you to comply with the terms of the Confidentiality of Medical Information Act, effective January 1, 1980, section 56 et seq. of the California Civil Code. Your cooperation is requested.	indicates the completion of the enrollment
Authorization to obtain or release medical information: I hereby authorize my physician, healthcare practitioners, hospital, clinic or other medically related facility to furnish to the Health Plan selected above, or its representatives or designee, any and all records pertaining to medical history, services rendered or treatment given to anyone enrolled under the policy for the purpose of review, investigation, or evaluation of an application, claim, appeal (including the release to an independent review organization) or grievance, or for preventative health or health management purposes.	process.
I authorize the Health Plan selected above, or its representative or designee, to disclose to the hospital or healthcare service plan, self-insurer, any such medical information obtained in such disclosure if necessary to allow the processing of any claim.	
Arbitration Agreement: I understand that any dispute or controversy, except medical malpractice, that may arise regarding the performance, interpretation or breach of the agreement between myself (and/or any enrolled family member) and the Health Plan selected above, any affiliated companies, or any Participating Physician Group/Independent Physicians Association, whether arising in contract, tort or otherwise, must be submitted to arbitration in lieu of a jury or court trial.	
Yes, I Accept	
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Contraction of the second s	ne.com				provides you
🚻 PacFed Ben	PacFed Benefit Administrators			Benefits Enrollment for JANE DOE	with a statem
			Trust Name: TMBT Group Nam	ne: PACIFIC FEDERAL Group Number: 1100-5282 Coverage Status: Active	confirming
_					enrollment
Need Help?	HOME ENROLL	RESOURCES CONTACT LOG OFF			details.
Call 1-800-753-0222 or email Enroll@PacFed.com	Enrollment Co	nfirmation			<u> </u>
Print Page	JANE DOE				
( $\widehat{\Omega}$ ) Personal Info	1000 N CENTRAL AVENUE, SUITE 400				
Personal Info	GLENDALE, CA. 91202				
Address: 1000 N CENTRAL AVENUE, SUITE 400 GLENDALE, CA. 91202-	This enrolment confirmation statement details your e	dections, your covered dependents and beneficiaries (if any), and your ben	nefit effective dates. Please print a copy for your reference.		
Benefits Info	Your Enrollment Summary				
Medical: Health Net S10-100% S10-20-35 RX	Benefit	Plan	Coverage	Effective Date	II.
Employee + 1 Dental:	Medical	Health Net \$10-100% \$10-20-35 RX	Employee + 1 *	02/01/2014	
Liberty Dental LDP1	Dental	Liberty Dental LDP1	Employee + 1 *	02/01/2014	
imployee + 1 fision:	Vision	Davis Vision - Premier \$10 12-12	Employee + 1	02/01/2014	
Davis Vision - Premier \$10 12-12	Life Insurance		\$2,500 Coverage	02/01/2014	
Employee + 1 Life: \$2,500	Member Assistance			02/01/2014	
	* Your dependent's coverage is pending until the	ne dependent is verified via birth or marriage certificate,			
	Dependents and Beneficiaries				
$\langle \rangle$		1	Dependents & Beneficiarles		
	Identification	1	Dependent Elections	Beneficiary Elections	4
	JOHN DOE	Medical	100% (Primary)		
	Relationship: Spouse	Dental			
• • \	Beneficiary Relationship: Spouse			1	4
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#### Personal + Benefits Information Sidebar

This provides a quick link to your current plan details and enrollment information, and allows you to quickly update your personal information.