Online Services

Employee
Step-by-Step Tutorial

www.pacfed-must.com

PacFed Benefit Administrators

a Zenith American company

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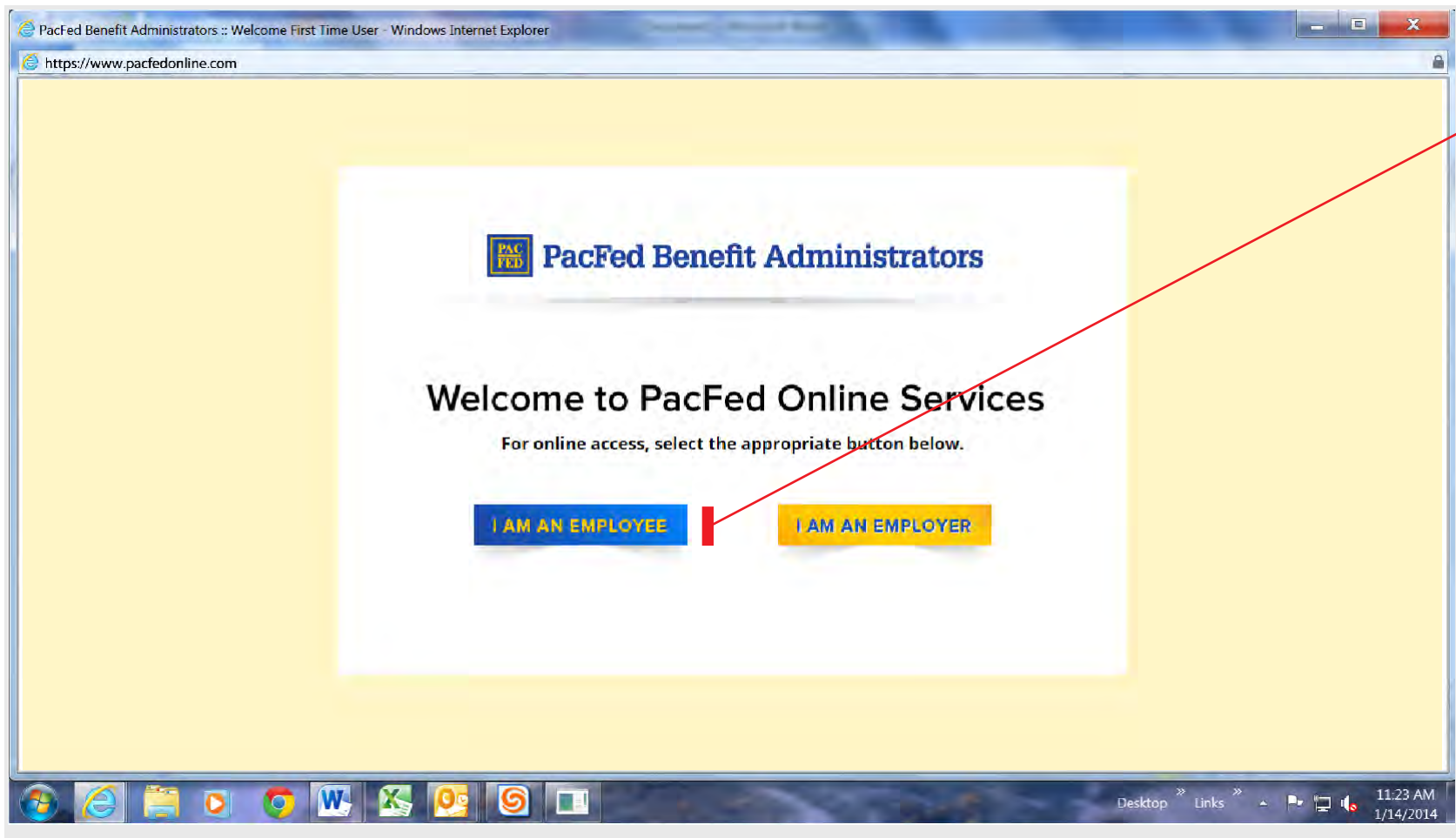818.243.0222 | 800.753.0222 | PacFed.com | CA License #0L45116

PAC FED

Using your online browser, go to <u>www.pacfed-MUST.com.</u>

Select the ONLINE Enrollment Banner and find the START ENROLLLMENT button

Online Services Initial Page

Select the **"I AM AN EMPLOYEE"** button to commence the login process.

Online Services Login Page

1 **Enter your default username:**

Last 4 digits of your Social Security number followed by first 5 letters of your last name in ALL CAPS.
Example: 1234SMITH
If your last name is less than 5 letters, type in your whole last name. If your last name is more than 5 letters, enter ONLY the first 5 letters.

2 **Enter your default password:**
Birth date in **mmddyyyy** format.

3 Questions? Please contact us at 800-753-0222 or enrollment@pacfed.com.

Welcome Page

Pacific Federal
a Zenith American company

*MUST Test Site*Benefits Enrollment for
DIANE DEMO

MUST TEST SITE Trust Name: **MUST** Group Name: **KBR TECHNICAL SERVICES INC** Group Number: **1350-5604** Coverage Status: **Active**

HOME | ENROLL | RESOURCES | CONTACT | LOG OFF

▶ You are currently viewing Diane Demo's profile data at January 1st, 2021.

Welcome!

▶ **Enrollment / Opt-Out Choices**

You have the option to either Enroll or Opt-Out of Medical, Dental and Vision coverage as defined in the Summary Plan Description. You must continue through the online process to complete either action.

If no changes are being requested, there is no need to complete the enrollment process; click the "LOG OFF" box above to log off and close your browser.

▶ **Dependent Information**

Review the dependent definition information to confirm that your dependents are eligible for coverage.

If you choose to enroll your dependents, please have the following information readily available -

- **Spouse** - Full name, Birth date, Social Security number, copy of marriage certificate
- **Domestic Partner** - Full name, Birth date, Social Security number, State certificate of Domestic Partnership
- **Children** - Full name, Birth date, Social Security number, copy of birth certificate or court approved documents (i.e. adoption, foster child(ren))

▶ **Dependent Verification**

Your dependents enrollment will be pending until the Plan Administrator receives the required documents.

Start Enrollment ▶   Opt-Out ▶

Need Help?

Call 1-800-753-0222 or email Enrollment@PacFed.com

Print Page

Personal Info

Address:
1000 N CENTRAL AVE
GLENDALE, CA 91202-####

Benefits Info

Medical:
ANTHEM BLUE CROSS $10-$100 (HMO)
Employee Only
Dental:
Dental Health Services C3+ MUST (DHMO)
Employee Only
Vision:
Davis Vision - Premier $5 12-12-12
Employee Only
Life:
Anthem Blue Cross Life $50,000
Anthem Blue Cross - Employee Assistance Program (EAP):
Anthem Blue Cross EAP

Full Enrollment Process
Read through the instructions and select the **"Start Enrollment"** button to commence the enrollment process.

Opt-Out Process
Select the **"Opt-Out"** button, read through the instructions and provide the required information to complete the Opt-Out process.

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.

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, *DO NOT* change the Dependent Status in the Pop-Up window as your dependent will remain pending until the required documentation is received.

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(HMO)
Employee Only
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Dental Health Services C3+ (MUST)
(DHMO)
Employee Only
Vision:
Davis Vision - Premier $5 12-12-12
Employee Only
Life:
Anthem Blue Cross Life
$50,000
Anthem Blue Cross - Employee
Assistance Program (EAP):
Anthem Blue Cross EAP

Your Enrollment Summary

Benefit	Plan	Coverage	Effective Date Update
Medical	Medical/Dental/Vision/EAP Options Rider & Life Insurance	Employee Only	11/01/2020
Dental	Dental Health Services C3+ (MUST) (DHMO)	Employee Only	11/01/2020
Vision	Davis Vision - Premier $5 12-12-12	Employee Only	11/01/2020
Life Insurance	Anthem BlueCross Life	$50,000 Coverage	11/01/2020
Employee Assistance Program	Anthem BlueCross EAP	Employee Only	11/01/2020

Dependents and Beneficiaries

Edit	Dependents		
	Identification	**Dependent Elections**	**Beneficiary Elections**
	DOUG DEMO **Relationship:** **Beneficiary Relationship:** Spouse **Sex:** Male **Dependent Status:** Pending **Same Address As Member:** Yes	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.
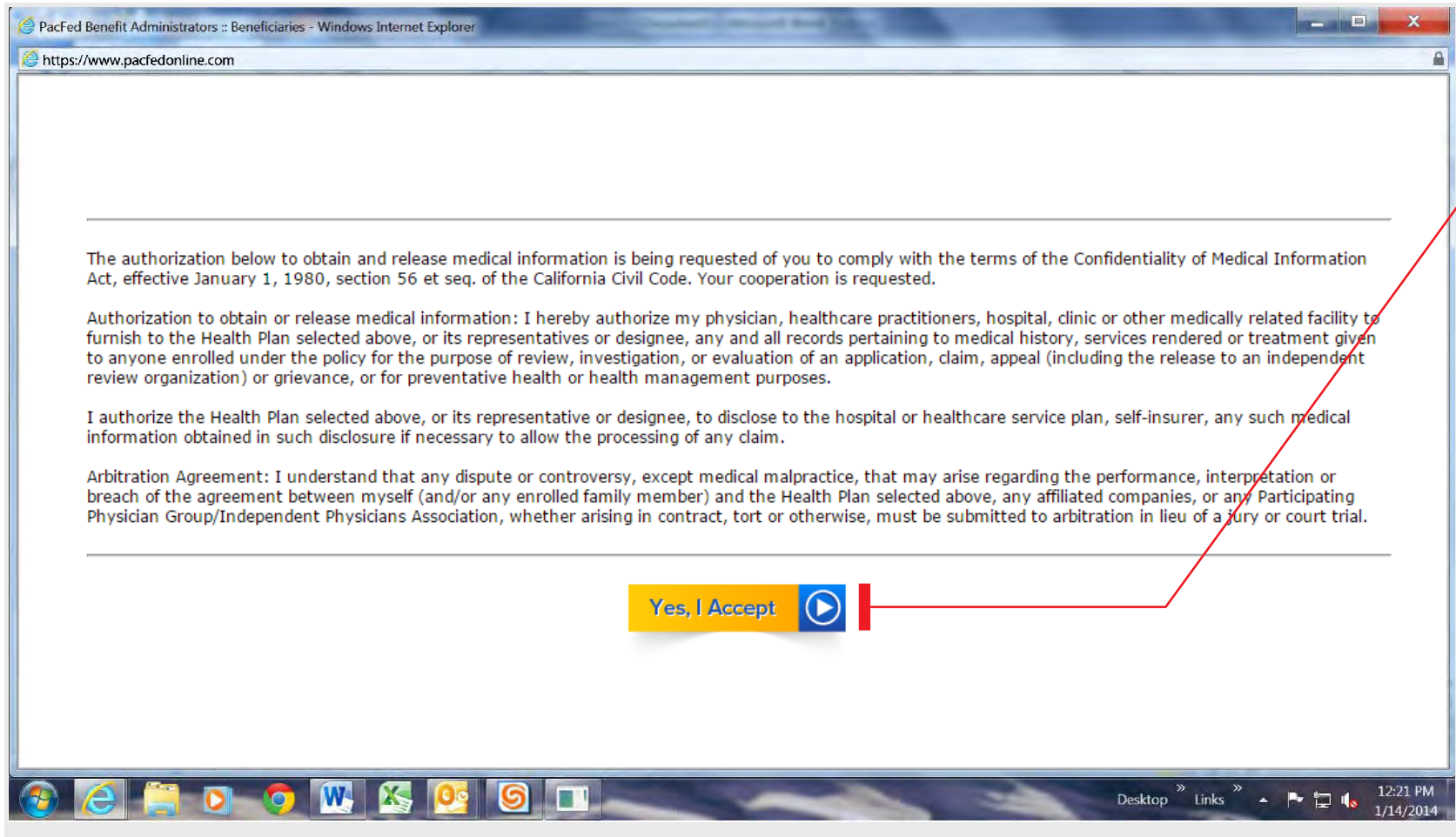
Adding/Editing a Beneficiary (cont'd) -

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

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.

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.

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 ▶

Clicking the **"Yes, I Accept"** button confirms your enrollment selections and indicates the completion of the enrollment process.

Enrollment Complete Page
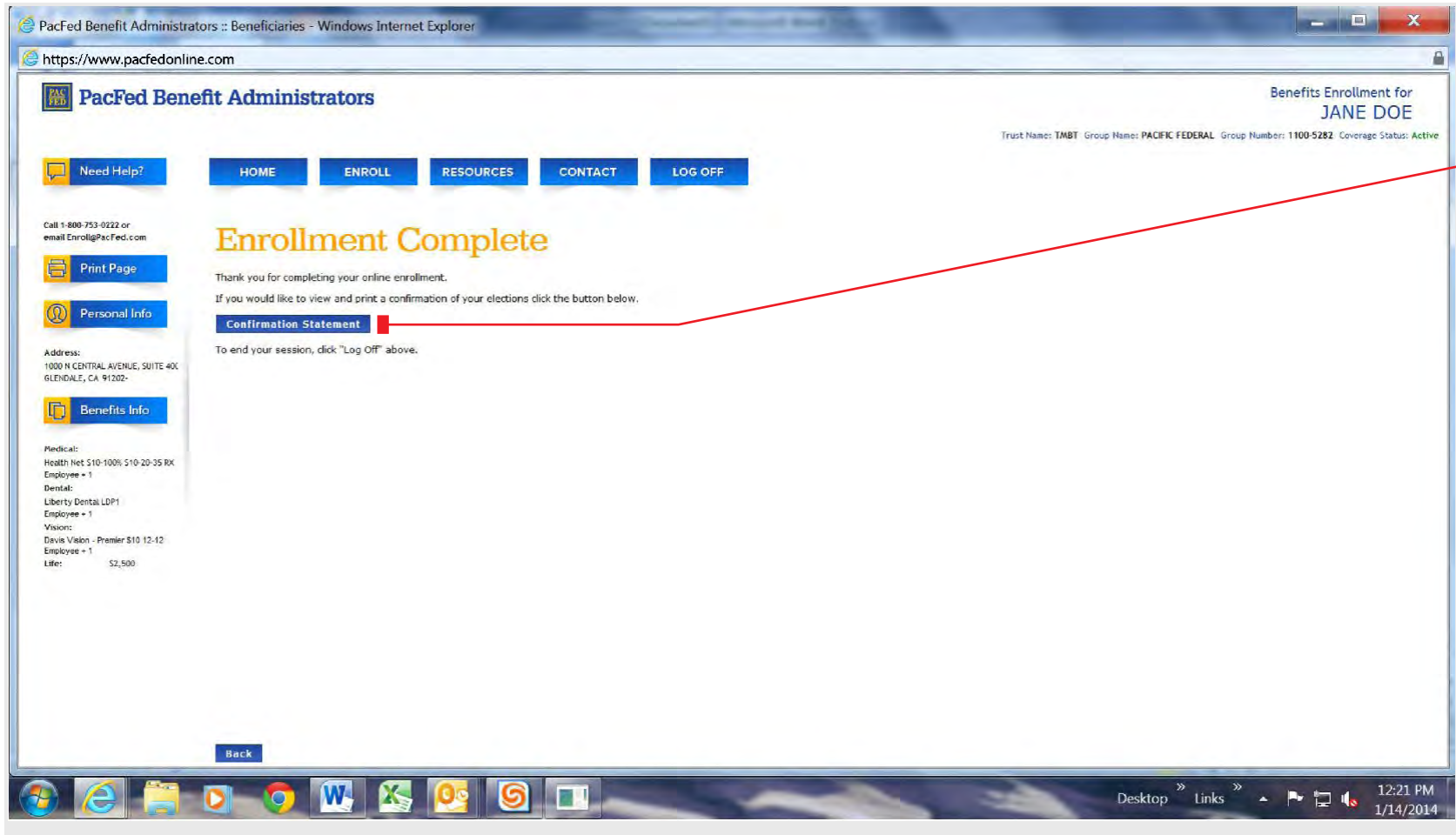
After clicking the "I Accept" button, you will be taken to a new page where a confirmation statement can be printed by selecting the **"Confirmation Statement"** button.

Enrollment Confirmation Page

This page provides you with a statement confirming enrollment details.

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.