

ONLINE ENROLLMENT

EMPLOYEE GUIDE



Login Page

To enroll in benefits, go to: www.plansource.com/login. Enter your username and password.

Username:

Your username is the first initial of your first name, up to the first six letters of your last name, and the last four digits of your SSN.

For example, if your name is Taylor Williams, and the last four digits of your SSN are 1234, your username would be twillia1234.

Password:

Your initial password is your birthdate: **YYYYMMDD**

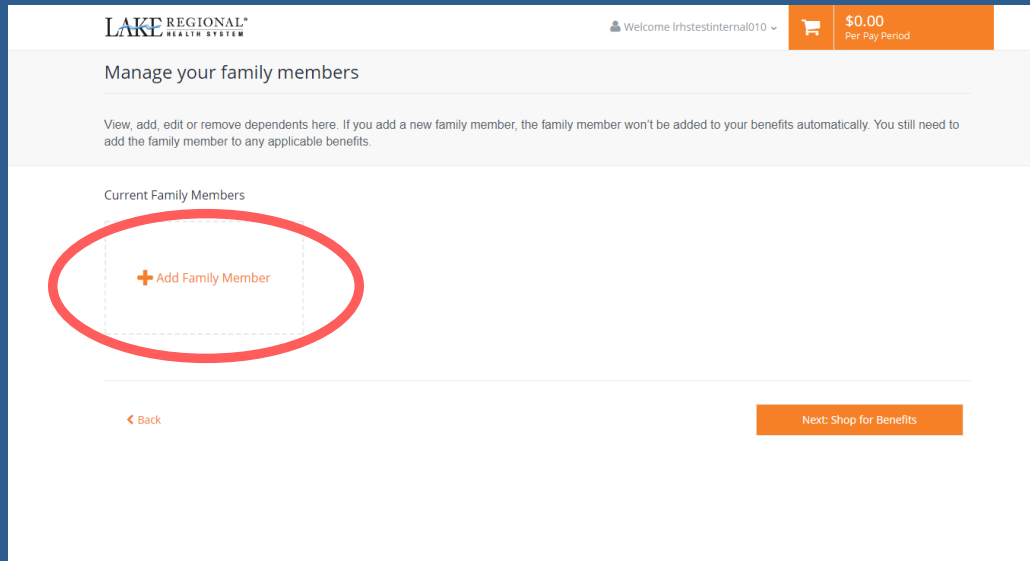
So, if your birthdate is June 4, 1979, your password would be 19790604. The first time you log in, you will be prompted to change your password.

A screenshot of the Plansource login page. The page has a dark blue background. At the top, the "PLANSOURCE" logo is displayed in white, with the tagline "Intuitive benefits shopping, enrollment, billing and administration in the cloud" below it. In the center, there is a "Login" section with two input fields: "Username" and "Password". Below these fields is an orange "Login" button. At the bottom of the login section, there is a link that says "Forgot your password?".A screenshot of the Lake Regional Health System homepage. The page features a header with the "LAKE REGIONAL HEALTH SYSTEM" logo on the left, a user greeting "Welcome lrhstestinternal010" in the center, and a shopping cart icon with a "\$0.00 Per Pay Period" total on the right. Below the header, there is a main content area with a large image of a smiling female healthcare worker on the left. To the right of the image, there is a welcome message: "Welcome lrhstestinternal010, you have 58 days left to enroll." followed by the heading "Shop and Enroll in Benefits" and a subheading "Let's start with your profile and see if anything has changed since last year." Below this, there is an orange "Get Started" button. A progress bar with three steps is shown: "Review Profile" (with a person icon), "Shop Benefits" (with a shopping cart icon), and "Checkout" (with a checkmark icon). The "Shop Benefits" step is currently active. At the bottom of the page, there are three columns of content. The first column is titled "We're Social!" and features a Facebook icon with the text "Follow us on Facebook to stay up-to-date with what's happening at Lake Regional." The second column is titled "HealthSmart Blog" and features an apple icon with the text "Lake Regional's blog is filled with health tips, recipes and more from Lake Regional experts." The third column is titled "Thrive" and features a shoe icon with the text "Thrive is a team approach to employee wellness, including free and discounted health services and more".

Homepage

On the Homepage, click "Get Started" to begin.

ENROLL IN BENEFITS



Lake Regional Health System

Welcome lrhstestinternal010

\$0.00 Per Pay Period

Manage your family members

View, add, edit or remove dependents here. If you add a new family member, the family member won't be added to your benefits automatically. You still need to add the family member to any applicable benefits.

Current Family Members

+ Add Family Member

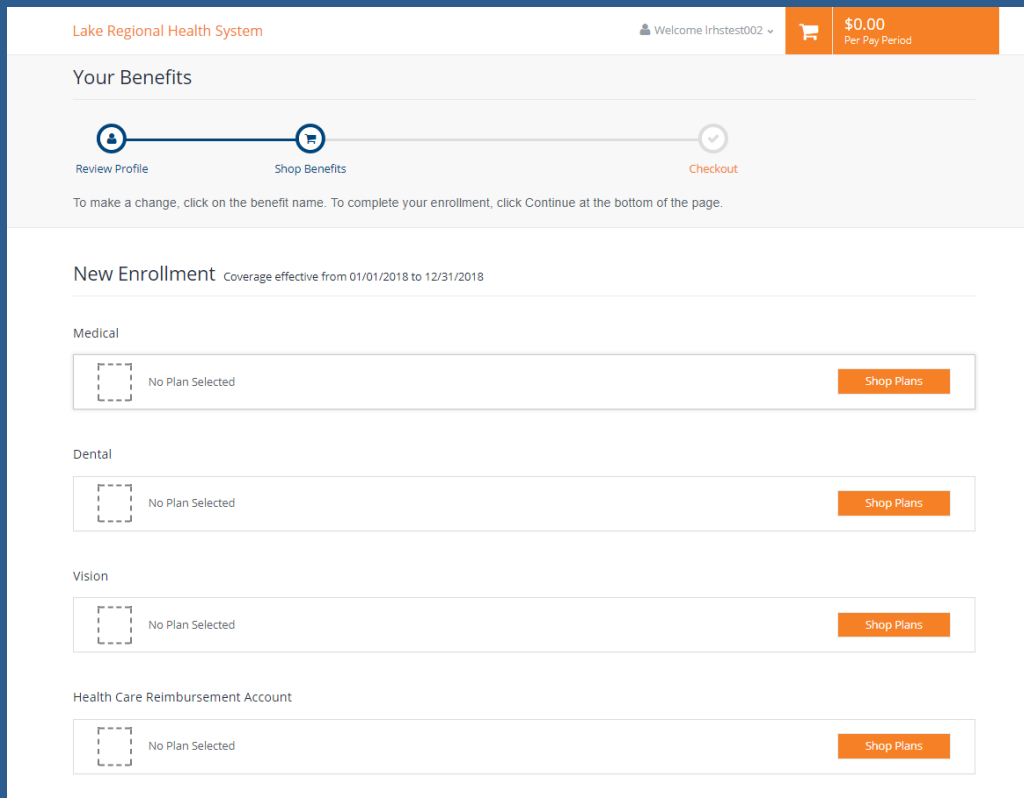
Back

Next: Shop for Benefits

Profile

First, you'll be asked to review and update your profile and ensure that all information listed about yourself and your family members is correct.

It's important to add all family members in order to see all plans available to you.



Lake Regional Health System

Welcome lrhstest002

\$0.00 Per Pay Period

Your Benefits

Review Profile Shop Benefits Checkout

To make a change, click on the benefit name. To complete your enrollment, click Continue at the bottom of the page.

New Enrollment

Coverage effective from 01/01/2018 to 12/31/2018

Medical

No Plan Selected

Shop Plans

Dental

No Plan Selected

Shop Plans

Vision

No Plan Selected

Shop Plans

Health Care Reimbursement Account

No Plan Selected

Shop Plans

Shop for Benefits

You can now begin shopping for benefits! To make changes, elect or get more information, simply click shop plans on the benefit you are interested in and you will be directed to the benefit plan page.

Educational material about the specific plan is available in the additional content section.

ENROLL IN BENEFITS - CONTINUED

Welcome
\$45.00 Per Pay Period

Vision

Many consider vision to be their most valued sense, and it is said that 80% of the sensory information that our brains are unaware of the relationship between overall health and routine eye exams. An eye exam is a comprehensive vision overall health. To find a provider visit [www.superiorvision.com](#) or call Superior Vision Member Services at 800-507-Interested in learning more? Click on the additional content below.

Additional Content (2):

- [Vision Facts](#)
- [Plan Documents](#)
- [Superior_Vision_Summary.pdf](#)

Vision: Vision

[< To Benefits](#)

Family Covered [Edit Family Coverage](#)

Yourself

Coverage Levels	
Employee	\$3.08 Per Pay Period
Employee + Spouse	\$6.15 Per Pay Period
Employee + Child(ren)	\$6.95 Per Pay Period
Employee + Family	\$10.75 Per Pay Period

Changed Benefits:

- ☒ Medical: **Maintain PPO**
- ☒ Dental: **Decline**

Unchanged Benefits:

- ☒ Vision [Shop Plans](#)
- ☒ Health Care Reimbursement Account [Shop Plans](#)
- ☒ Dependent Care Reimbursement Account [Shop Plans](#)
- ☒ Basic Employee Life [Shop Plans](#)
- ☒ Basic Employee AD&D [Shop Plans](#)
- ☒ Voluntary Employee Life [Shop Plans](#)
- ☒ Voluntary Short Term Disability [Shop Plans](#)
- ☒ Voluntary Long Term Disability [Shop Plans](#)
- ☒ Smoker / Non Smoker [Take Survey](#)
- ☒ Cancer Insurance [Shop Plans](#)
- ☒ 401(k) [Shop Plans](#)

2 of 13 Benefits Complete

Plan Details

The plan detail page will give you information about each plan and the cost per pay period.

Select Plan

To select a plan, indicate which family members are covered by clicking “edit family covered” and select the card for each family member you’d like to be on the plan. Click “Update Cart” to choose the plan.

Shopping Cart

The shopping cart displays a running total of your combined benefits costs and shows your progress. You will need to select or decline a plan in each benefit type before you can check out.

Checkout

To finalize your choices, click “Review and Checkout.” You must complete the checkout process in order to be enrolled in benefits.

[Review and Checkout](#)

You must select or decline all coverages before moving on

BENEFITS STATEMENT



54 Hospital Drive Department of Human Resources | Osage Beach, MO 65065

Benefits Confirmation Statement

Generated: October 4th 2017

Your Information:

Name: Irhstestinternal010 Irhstestinternal010	Gender: M	Employment Level: F	Hire Date: 2013/01/01
	Class: FT STAFF	Location: LAKE REGIONAL MEDICAL GROUP	Address: Test Address Osage Beach, MI 65065

01/01/2018 to 12/31/2018 Elections

Medical:	Coverage:	Your Cost:	Employer Cost:
Meritain Health - Meritain PPO Start Date	Employee Only 01/01/2018	\$45.00	\$330.00
Dental:	Coverage:	Your Cost:	Employer Cost:
Generic - Decline Start Date	Other 01/01/2018	\$0.00	\$0.00
Vision:	Coverage:	Your Cost:	Employer Cost:
Superior Vision - Vision Start Date	Employee 01/01/2018	\$3.08	\$0.00
Health Care Reimbursement Account:		Your Cost:	Employer Cost:
Generic - Decline Start Date	Decline 01/01/2018	\$0.00	\$0.00

EASY TO UNDERSTAND:

- Summary can be printed, emailed or saved
- Shows a summary of elected plans and the cost to the employee and Lake Regional