

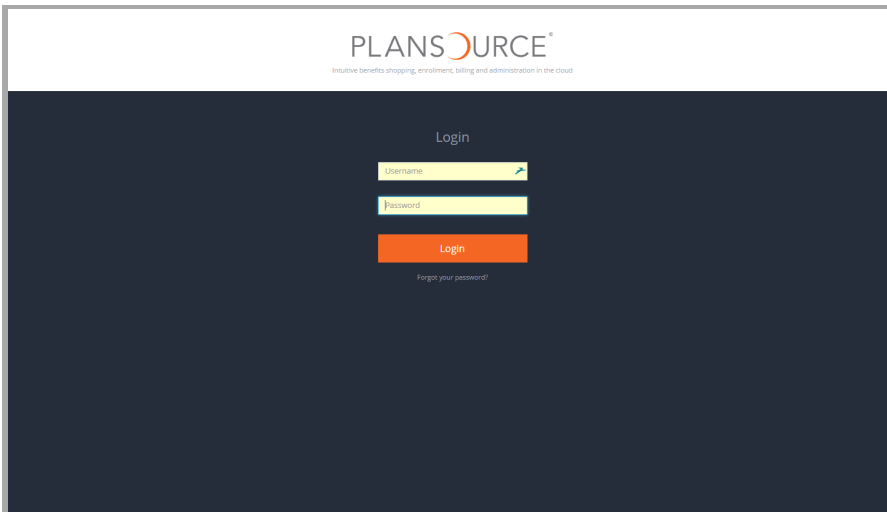
ONLINE ENROLLMENT

EMPLOYEE GUIDE



Login Page

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



Username:

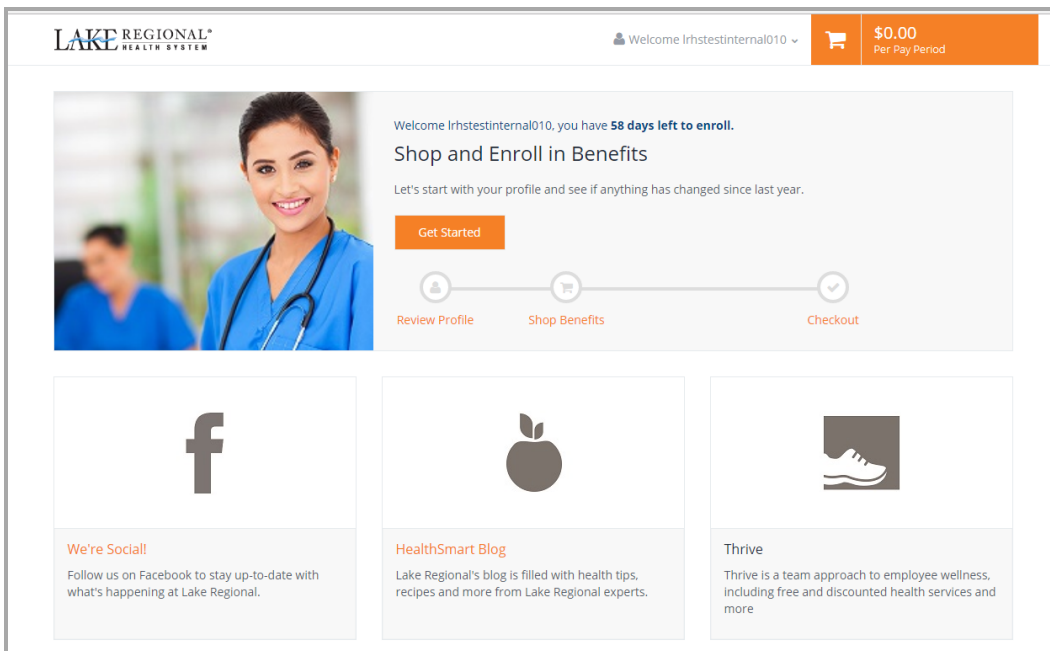
Your username is your Lake Regional email address (usually the first initial of your first name followed by your full last name @lakeregional.com).

For example, if your name is Taylor Williams, and your Lake Regional email address is twilliams@lakeregional.com, then your password will also be twilliams@lakeregional.com.

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.



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

The screenshot shows the 'Vision' enrollment page. On the left, there is a 'Vision' section with introductory text and a list of 'Additional Content (2)'. Below this is a 'Vision: Vision' section with a 'To Benefits' link and a 'Family Covered' section showing 'Yourself' as the only member. A 'Coverage Levels' table is also present. On the right, a shopping cart displays a total of \$45.00 per pay period. The cart is divided into 'Changed Benefits' (Medical: Meritain PPO, Dental: Decline) and 'Unchanged Benefits' (Vision, Health Care Reimbursement Account, Dependent Care Reimbursement Account, Basic Employee Life, Basic Employee AD&D, Voluntary Employee Life, Voluntary Short Term Disability, Voluntary Long Term Disability, Smoker / Non Smoker, Cancer Insurance, 401(k)). Each benefit has a 'Shop Plans' button, except for 'Smoker / Non Smoker' which has a 'Take Survey' button. A progress bar at the bottom of the cart indicates '2 of 13 Benefits Complete'.

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

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