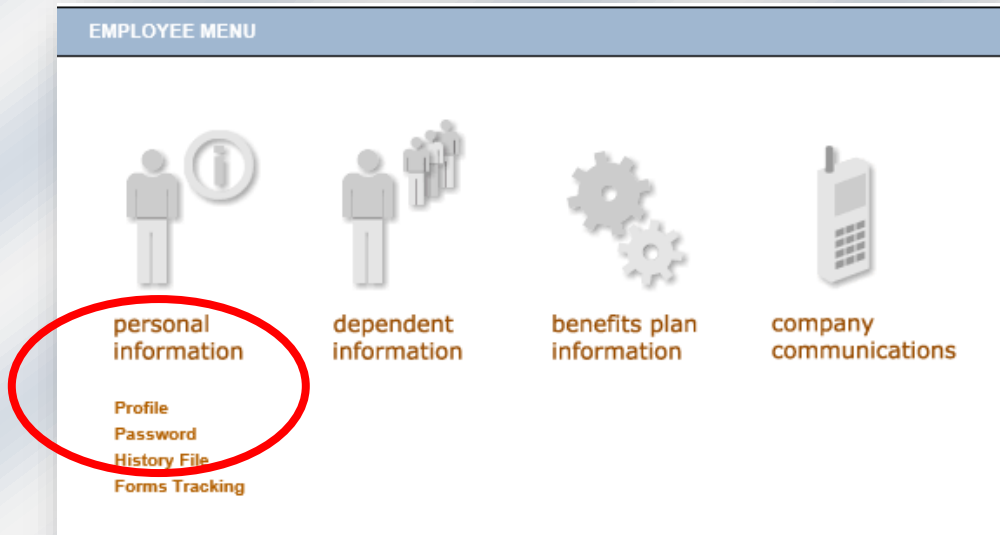




First login to www.benefitsconnect.net/springfieldil

Changing Your Password

Step 1: Click on Personal Information and select Password.



Step 2: Confirm your Username and/or change your password.

The screenshot shows the 'CHANGE PASSWORD' form. A blue arrow points to the 'Username' field, which contains 'tests2369'. A red arrow points to the 'Enter New Password' and 'Confirm New Password' fields. The form includes a 'NOTE' and 'PASSWORD REQUIREMENTS' section, and 'SAVE' and 'CANCEL' buttons at the bottom.

CHANGE PASSWORD
Please enter a new password.
Fields in bold are required.

Username tests2369

Enter New Password

Confirm New Password

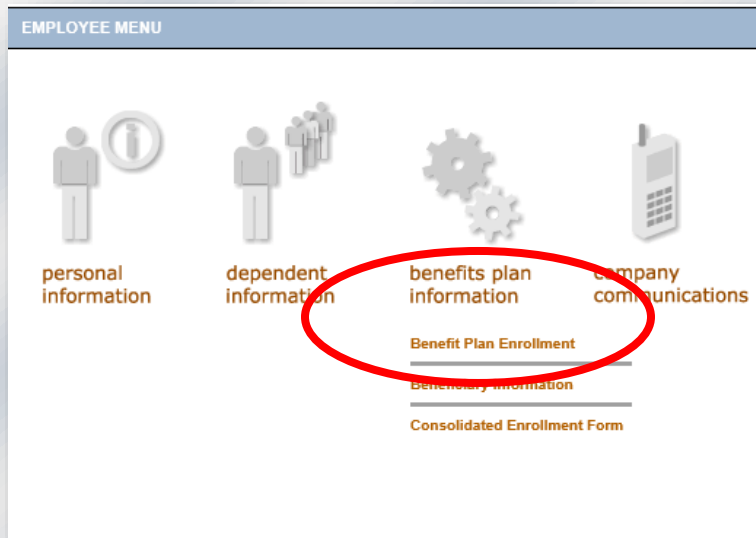
NOTE: Leave all password fields blank to retain current password.

PASSWORD REQUIREMENTS:
Passwords must be at least 6 characters in length.
Passwords may not contain the following special characters: & ? # = + \ /
Passwords may not contain spaces.
Passwords are case-sensitive.

SAVE CANCEL



Viewing Your Plan Summaries

Step 1: Click on Benefit Plan Information and select Benefit Plan Enrollment.



Step 2: Select the “Eyeglasses” next to any benefit to open the Outline of Benefits.

▼ Effective 10/1/2017

Benefit Plan	Coverage	Your Cost
Annual Notices - Annual Notices  Effective on 10/1/2017 Provided by All Staff Technical Solutions Policy Number: Annual Notices		\$0.00
Medical - \$5,000 Deductible  Effective on 10/1/2017 Provided by Group Administrators Policy Number: 5000 deductible Cost is deducted on a pre-tax basis	Test, Suzanne Test, Steve (Spouse)	\$189.23

Step 3: You can view Plan Summaries, Certificates, or links to the Carrier’s website.

Download Files

[MulDen_4291977_High and Low_bsum.pdf](#) [548225 bytes] - Summary of Benefits

Website Links

[MetLife Website](#)

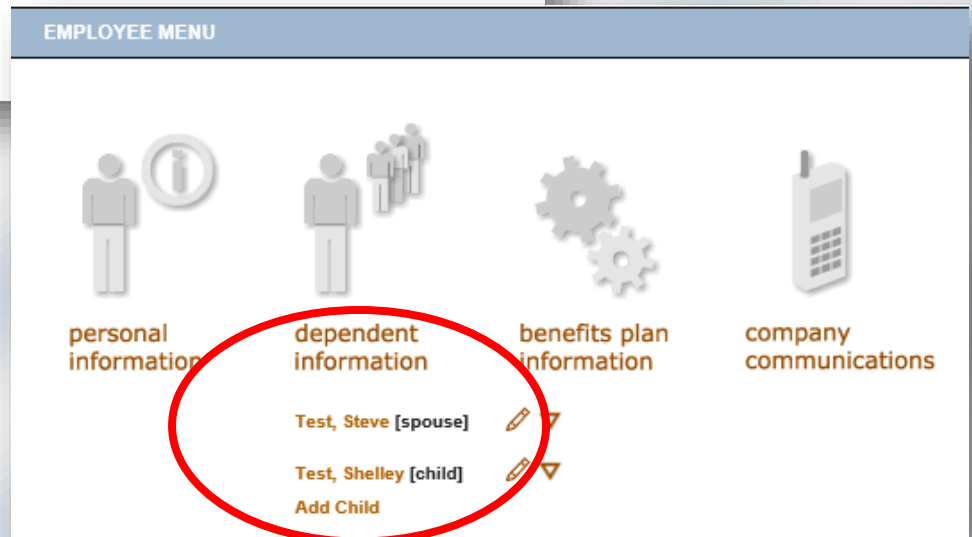
Full Outline of Benefits

For plan details, please download the summary of benefits.

PRINT **CLOSE**

Editing Your Profile or Dependent Information

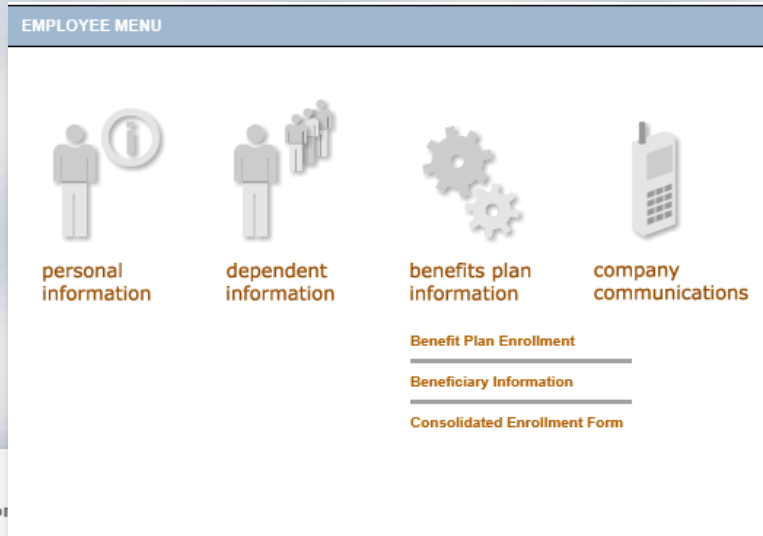
Step 1: Click on Personal Information or Dependent Information.



Please Note: Updating your Personal or Dependent Information does not change benefit elections. You will need to contact your Plan Administrator or Human Resources Department if you need to make any changes to your benefits.

Editing or Viewing Your Beneficiary Information



Step 1: To update or view your Beneficiaries, click on Benefit Plan Information and select Beneficiary Information.



BENEFICIARY INFORMATION
Please edit/view your beneficiary designation

Fields in bold are required.


Current Beneficiaries

Name	Date of Birth	Social Security No.	Relation	Add to Policy
Steve Test	1/1/1980	132132132	Spouse	No Plans Available  

[Click here](#) to add a new beneficiary record.

Below is the list of existing beneficiary allocations.

Voluntary Life

Beneficiary Name	Percentage Primary	Percentage Contingent
Test, Steve	<input type="text" value="100"/>	<input type="text" value="0"/> 

FINISHED
CANCEL

Step 2: You can review or edit your Beneficiaries at any time. To add a new Beneficiary, select “Click Here”.

Note:

All Primary percents must equal 100%.

All Contingent percents must equal 100%.

? What are Primary and Contingent Beneficiaries?

Beneficiaries are categorized as either primary or contingent. Primary beneficiaries are entitled to the proceeds of the policy once an award has been determined. Contingent beneficiaries (sometimes called secondary beneficiaries) are entitled to the proceeds of the policy only if the primary beneficiaries are unable to accept those proceeds. Unless otherwise dictated by the plan rules, multiple primary beneficiaries may be assigned as long as the total percentage for the primary beneficiaries adds up to 100%. Contingent beneficiaries are optional. If any contingent beneficiaries are assigned, the total percentage for contingent beneficiaries must also add up to 100%, just as with primary beneficiaries.

For Online Assistance – Please call GIS Benefits, Inc. at 815.941.4474 ext. 3 for online enrollment support and they will be able to assist you. Our office is open Monday through Friday from 8:30 am to 5 pm CST. If you are prompted to leave a message, someone will return your call within 1 business day.