



Employee Online Enrollment Instructions

The annual open enrollment begins on November 1, 2017 and ends on December 15, 2017. During this time period, you may register, get a rate, waive coverage or enroll for coverage. The plan year and coverage begins January 1, 2018. This is an annual election and cannot be changed without a qualifying event.

Enrollment Checklist (before you get started, be sure you have the items below):

- Personal demographic information for yourself and any dependents you intend to enroll or request a rate for; including address, phone number, and Social Security numbers.
- Employer Code _____ (enter employer code here). This number/code will be provided by your Employer/Farmer you work for.

Login/Registration:

1. Go to www.40Square.coop and click “Enroll Now” to begin.
2. Choose “I’m an Employee”.
3. Create an Employee Account by completing your basic demographic information.
NOTE: During this first step you will be required to enter the Employer Code.
4. Create a User ID (will default to email address if you provided one) and Password.

Congratulations! You have registered and can now begin the enrollment process.

Start Enrollment:

Log in using the User ID and Password you created and choose the “40 Square Benefit Set 2018” to begin.

Enrollment Steps:

1. **Name and Address:** Verify all your personal demographic information is correct.
2. **Dependents:** If you have dependents you would like to consider enrolling, un-check the “No Dependents” box and register your legal dependents. If you do not enter dependents in this section, you will not be able to enroll them in any of the benefits offered.
3. **Medical Benefit:**
 - You may “Waive Medical Coverage” (NOTE: if you waive coverage, you will not be able to enroll in any other benefits.) **or**,
 - Complete the Medical Survey to begin
 - Choose a medical plan to see the rates for each plan
 - Choose who you intend to cover

4. **Dental Benefit:** Waive or choose to enroll
5. **Vision Benefit:** Waive or choose to enroll
6. **Other Insurance:** If enrolling in Medical or Dental, provide other insurance coverage information only for those to be enrolled in the 40 Square Medical or Dental plans.
7. **Supplemental Life Benefit:** Enroll or Waive Reliance Standard Term Life Insurance
8. **Spouse Life Benefit:** Enroll or Waive Reliance Standard Term Life Insurance
9. **Child Life:** Enroll or Waive Reliance Standard Term Life Insurance
10. **Beneficiaries:** If enrolled in Life, provide beneficiary information
11. **Review:** Review all coverage and verify all information is correct. If all information is correct, “Confirm Enrollment” at the bottom of the page.
12. **Complete:** Email or download a copy of your enrollment to save or print. Please also notify your employer once you have completed your enrollment.

Helpful Tips

TIP 1: As you complete an enrollment step you will see that step turn **green** indicating it has been completed, **red** indicates a step that is incomplete and **blue** indicates a step that has not been started.



TIP 2: If you need to leave and come back later, simply log out in the upper right hand corner. Return to www.40Square.coop when ready and click on the “*Already Registered? Sign in Now*” link to use your User ID and Password to log back in.

TIP 3: If you have questions during the enrollment process, please contact your trusted broker/agent for assistance or contact 40 Square at info@40Square.coop or 1-844-205-9579.

TIP 4: All enrollments must be completed no later than December 15, 2017. Please complete your enrollment as soon as possible and notify your employer once you have completed your enrollment.