

Employee Online Renewal Instructions

The annual open enrollment period begins on November 1, 2018 and ends on December 19, 2018. During this time, you must log in and make your election or waive coverage. Coverage begins January 1, 2019 for any elections or changes you make. This is an annual election and cannot be changed during the calendar year without a qualifying event. If you do not log in and complete your 2019 elections, your coverage will be terminated as of January 1, 2019.

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

- ✓ Personal demographic information for any new dependents you intend to enroll or request a rate, including Social Security numbers.

Login:

- 1) Go to www.40Square.coop and click "Renew Now" to begin.
- 2) See Below:

You Registered/Enrolled Last Year for 1/1/2018	Your Enrollment was effective after 2/1/2018
Enter your Username or Email and password you created when enrolling online last year when coverage began on 1/1/2018. If you do not have that information, use the "Forgot" prompts to obtain this information.	Click "Sign Up Existing Member" and follow the prompts to enter the information of the primary account holder/Employee. You will need a group number which is: 4018001

Start 2019 Renewal/Enrollment:

Select Start Enrollment for the 40 Square Benefit Set 2019.

Current Year

40 Square Benefit Set 2019
Start Enrollment

✔ Start

✔ Name & Address

✔ Dependents

✔ Medical

✔ Dental

> Vision

Other Insurance

Employee Life

Spouse Life

Child Life

Beneficiaries

Farm Employee - Paperless
Communication

Review

Complete

Complete all steps!

Each step will turn **Green** upon successful completion. The Blue bar will indicate the step you are currently working on. **Blue also** indicates a step you have not yet started.

New for 2019

Paperless Communication step! We encourage you to consider electronic distribution of the Health Plan documents to assist in keeping administration costs down.

Reminder – You will not need to complete a medical survey for those currently enrolled.

Finish all steps through completion.

Questions? Call us at 844-205-9579 or email at info@40Square.coop.