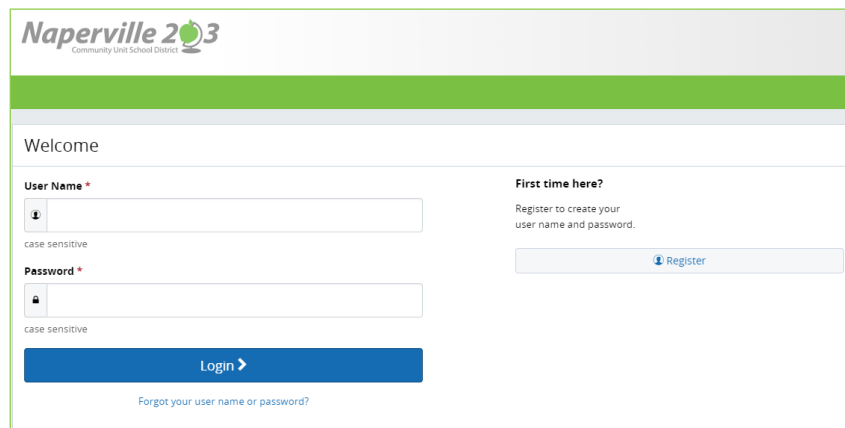


BENEFIT ENROLLMENT MADE EASY

GET STARTED

Visit employeebenefits.naperville203.org and login by entering your user name and password.

If you are a first-time user, click on **Register** to set up your user name, password and security questions. The Company Key is D203 (case sensitive).



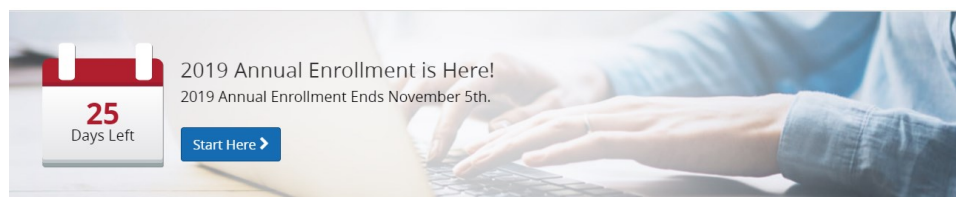
FORGOT YOUR USER NAME OR PASSWORD?

1. Visit employeebenefits.naperville203.org and click on the **Forgot your user name or password?** link
2. Enter your Social Security Number, Company Key (D203) and date of birth
3. Answer your security question
4. Enter and confirm your new password, then click **Continue** to return to the login page

BEGIN ENROLLMENT

Click **Start Here** and follow the instructions to elect your benefits or waive coverage. Review your personal information.

You must make your election by the deadline shown on the calendar on the home page. If you miss the deadline you will waive any electable benefit coverage. The next opportunity to elect benefits will be during an Annual Benefit Enrollment period or within 31 days of an IRS recognized life event.



WANT TO REVIEW YOUR CURRENT PLAN?

You have year-round access to your Benefit Summary and specific benefit elections in Benefitsolver

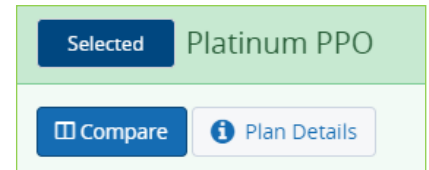
1. Click on the drop down by your name in the upper right corner
2. Under the Benefit heading, choose **Benefit Summary**
3. Review your current plan

MAKE YOUR ELECTIONS

Review your options as you move through the enrollment process. Click **Select** on the plan(s) you would like to choose.

Click on **Compare** to review the details of all the plans offered. Click on Plan Details to see just the details for that specific plan.

For additional information on each plan, refer to your Employee Benefits Guide on the home page or the Summary of Benefits Coverage (SBC) for each plan in the Benefit Information section on the home page. If you have any questions as you go through enrollment, contact your Employee Benefits Coordinator.

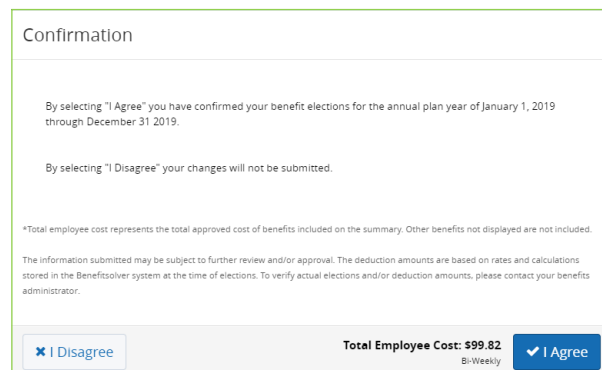


REVIEW AND APPROVE YOUR ELECTIONS

Review and edit your personal information, dependents, beneficiaries and election. Click **Approve** to continue.

CONFIRM YOUR CHOICES

Your enrollment is not complete until you confirm your benefit election and submit all required documentation to your Benefits Coordinator.

A screenshot of a confirmation screen titled "Confirmation". The text reads: "By selecting 'I Agree' you have confirmed your benefit elections for the annual plan year of January 1, 2019 through December 31 2019." Below this, it says: "By selecting 'I Disagree' your changes will not be submitted." There is a small asterisked note: "*Total employee cost represents the total approved cost of benefits included on the summary. Other benefits not displayed are not included." At the bottom, there is a line of text: "The information submitted may be subject to further review and/or approval. The deduction amounts are based on rates and calculations stored in the Benefitsolver system at the time of elections. To verify actual elections and/or deduction amounts, please contact your benefits administrator." At the bottom of the screen, there are two buttons: a blue button with a white 'x' icon and the text "I Disagree", and a blue button with a white checkmark icon and the text "I Agree". In the center, the text "Total Employee Cost: \$99.82" is displayed, with "Bi-Weekly" written below it.

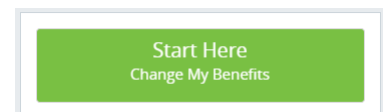
MAKE MID-YEAR CHANGES

The benefit elections you make will remain in effect until the end of the plan year, unless you experience an IRS recognized qualifying life event, such as:

- Change in legal marital status
- Change in the number of dependents
- Change in employment status that results in loss or gain of coverage

If you experience an IRS recognized qualifying life event, you must provide the required supporting documentation to your Benefits Coordinator and make the changes within 31 days of the event.

1. Login to employeebenefits.naperville203.org
2. Click on the green **Change My Benefits** button
3. Select the Life Event pull down menu and choose the applicable event
4. Follow the same election steps as above to complete your life changing event



EMPLOYEE BENEFITS COORDINATORS

Certified staff and Administrators 630.420.6325
Non-certified Staff 630.420.6327