

Wentzville Mercer EasyEnroll Instructions

Read First

- ✓ Use the right-hand navigation menu and the “Continue” buttons rather than your computer browser’s “Back” button to navigate the BeneDetails website.
- ✓ Avoid interruptions. After 15 minutes of inactivity, the system “times out,” which means you’ll have to start over at the beginning.
- ✓ You may also add or remove dependents using Mercer EasyEnroll.
- ✓ If you experience any difficulties during the enrollment process or need help, please contact The CSD Insurance Trust Help Center at **1-866-783-9384**.



Four Simple Steps to Enroll

1 PREPARE

Complete the Enrollment Worksheet on the reverse side of this page.

2 LOG IN

Go to www.benedetails.com and log in to Mercer

EasyEnroll. You'll need: **Portal ID: 96654**
Employee ID: 5-digit number sent to you from the District Office; *Example: Employee ID #12345.*

PIN: Last 4 digits of your Social Security number.

3 CHOOSE

Make your benefit elections or changes online. Click “**Select Benefits**” to begin the actual enrollment process. Allow 15-20 minutes to enroll or make changes.

4 CONFIRM

Once you've made your choices, click the “Continue” button on the preconfirmation page to receive a Confirmation Number.

- ▶ **IMPORTANT: Your elections won't be recorded and saved until you complete this step.**

Don't forget to write down your Confirmation Number on the Enrollment Worksheet (see back) to keep for your records. You can also print a Benefit Elections Statement from this screen.

Need to Make Changes?

After you enroll, you can only change your bene-fits when you experience a “Qualified Life Event,” such as a marriage, divorce, birth, adoption, or a change in your or your spouse’s employment status that affects benefits eligibility. You have 30 days from the qualifying life event to make changes.



