



Making Annual Enrollment Elections With



It's benefits open enrollment time at Begins and Ends

Making your annual enrollment elections is now **online** using **My NTCA Benefits**. Follow a few easy steps to complete your elections during open enrollment.

1. Log into *My NTCA Benefits* at ntcabenefits.ntca.org.

Click **Register** and follow the self-guided registration process. After a one-time registration, you will login with your unique login code and self-selected password.

2. Review your current benefit plans and coverage elections.

A summary is found in the My Benefits card on your personalized home page. You can view your dependent information in the My Personal Information card.

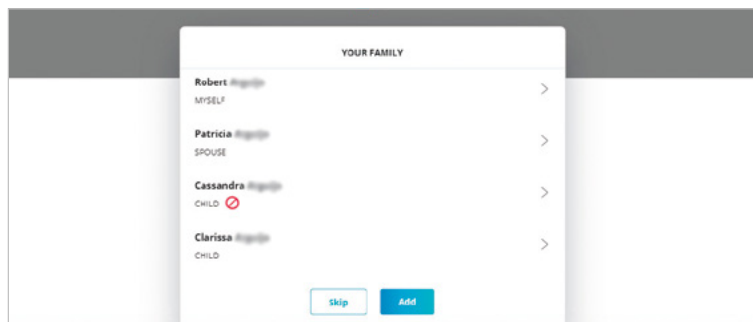
3. Start your annual enrollment event.

Click **Restart** on your personalized message on the home page to display the enrollment steps and your available plan options.



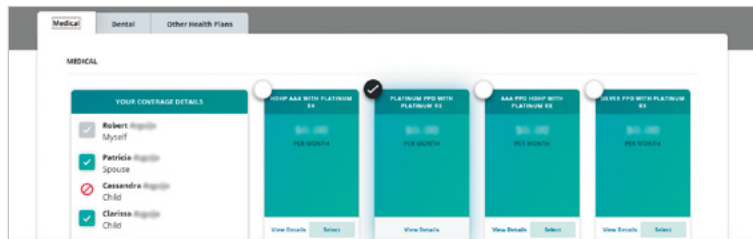
4. Confirm your family information.

Review the list of your family members to ensure the information is current. Click **Next** to start your plan elections.



5. Select your benefits.

Next you will be shown enrollment options for each NTCA benefit plan provided by if the plan is available for your election during open enrollment. As you complete each benefit plan election, click **Next** to move to the next step.



6. Choose your beneficiaries.

Add beneficiaries if you are enrolling in any benefit plan that requires a beneficiary designation. Even if you already have a beneficiary on record for your plans, you will need to update the information in this electronic record. Click **Next** to add your beneficiaries.

Designated beneficiary(ies)	Basic Life	H/Life BTA	Retirement & Security
Primary	Primary	Primary	Primary
Total	0%	0%	0%

7. Finalize your enrollment elections.

Carefully review and confirm your elections. You can make changes to your decisions at any time prior to the ending date of the open enrollment period. Select **Change** beside the plan and follow the on-screen steps to make updates. *Important: you must acknowledge the terms and conditions statement as a final step to confirm your annual enrollment elections.* Select **Complete** to accept the enrollment agreement.

Event Details	Personal Information
Title: Annual Enrollment	Full Name: Robert J. Higgins
Effective Date: Jan 1, 2020	Company Name: NTCABenefits Company Inc.
Status: In progress	Company Number: 1234567

Congratulations, you're enrolled!

It's that easy to complete your annual enrollment elections with **My NTCA Benefits**.

CONFIRMATION
Your coverage starts Wednesday, January 1, 2020
Your per pay period payment is \$0.00

Contact
at
for specific information about your company-provided benefit plans and costs.

The images on this flyer are for illustrative purposes only and do not reflect your specific benefit plan information and costs.

Questions?

Click **Need Help** at ntcabenefits.ntca.org. After you have registered, click **Forgot my User ID** or **Forgot my password** for self-service assistance with your login information.

