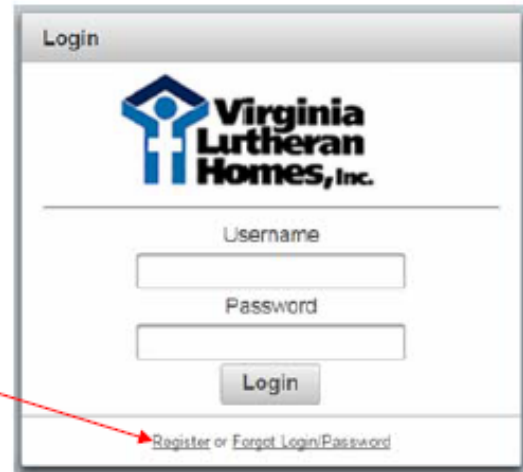


# Registering on the Benefit Connector Enrollment Site

## Step 1

Log on to: <https://virginialutheranhomes.benefitconnector.com>



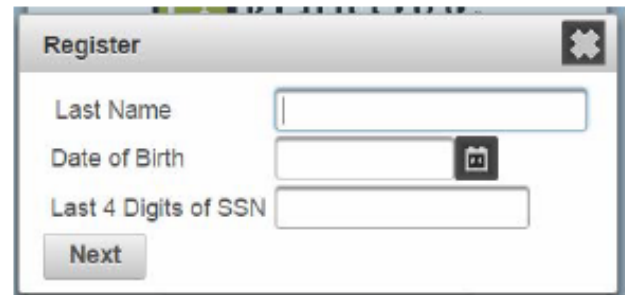
## Step 2

If you have never accessed the site, you must register.

- From the log in screen, click '**register**' to begin registration process.

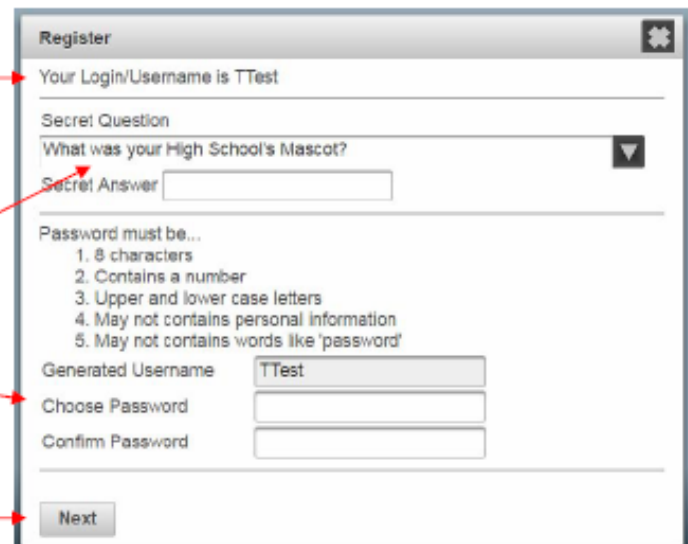
## Step 3

- Enter the **Registration Information** - Last Name, Date of Birth, Last 4-Digits of SS#.
- Click 'Next' to continue.



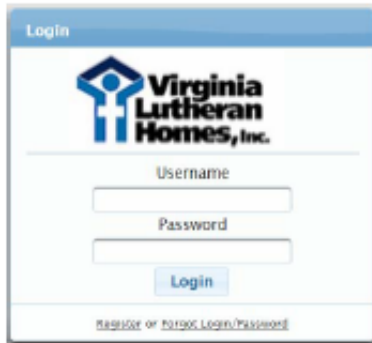
## Step 4

- Make note of your **Login/Username**
- Select and answer a **Secret Question**
- Create and verify a **Password**. Password strength is displayed as password is developed.
- Click 'Next' to continue.



Be sure to remember your Login/Username and Password for future access to Benefit Connector. If you forget your Password, it can be reset it by following the instructions for '**Forgot Login/Password**' in the log in box.

# Instructions For Using On-Line with Benefit Connector™



Your employer will provide you with the specific site address for the enrollment site. To access the site go to: [https:// virginialutheranhomes.benefitconnector.com](https://virginialutheranhomes.benefitconnector.com)

User Name and Password are required to enter the enrollment site. If you are a first time user you must go through the registration process. Click on '**Register**' and follow the simple registration instructions. A default User Name will be assigned. You will create your Password.

   Documents  Settings  Logout

■ Start Enrollment   ■ My Info   ■ My Family   ■ My Current Benefits

## ■ Start Enrollment

During an Open Enrollment period click **Start Enrollment** to begin the enrollment process. Depending on case settings you may or may not be asked to verify both employee and dependent information. Dependents who are currently listed in the system can be updated and verified at this point. **Important:** You'll be given the opportunity to add dependents during the actual enrollment process.

## ■ My Info


Your demographic information will be displayed in the **My Info** tab, some of which can be edited. If there is incorrect information in fields that you are not allowed to edit, please contact your HR Dept and provide them with the correct information. **Suggestion:** Depending on case settings you may or may not be asked to verify your employee information during the enrollment process. Complete your enrollment first. If you were not asked to verify your information during the enrollment process, you can view/update your information once you've completed enrollment.

## ■ My Family

Dependents who are currently listed in the system will be displayed in the **My Family** tab. Where allowed you can update and correct dependent information. **Suggestion:** Depending on case settings you may or may not be asked to verify your dependent information during the enrollment process. Complete your enrollment first. If you were not asked to verify your dependent information during the enrollment process, you can view/update your dependents once you've completed enrollment.

## ■ My Current Benefits

Select **My Current Benefits** to view a summary of the benefits you are currently enrolled in.

 Documents

Selects **Documents** to view and print any Forms or Documents that have been posted by your employer.

 Settings

Selects **Settings** to change your Password or your Registration information.



Click for additional help information.