

# Quick Guide

Know how to find what you need—  
when you need it!

[mybenefitplans.makeityoursource.com](http://mybenefitplans.makeityoursource.com)

*make it yours*



# Choose Your Benefits

## Get ready now, then enroll before your deadline

Your benefits marketplace makes it easy to find the right fit. Just choose your coverage level, the price you want to pay, and the insurance carrier you want to work with.



### Get Up to Speed

Visit the [Make It Yours website](#).

- Watch quick videos to see what your benefits are all about.
- Compare the coverage levels side-by-side.
- Get to know the carriers through [Your Carrier Connection](#) and access preview sites to see provider networks and prescription drug information.



### Enroll

Log on to the [My Benefit Plans Website](#).

Use the Help Me Choose tool to get fast answers about the best medical options for your situation by sharing what's important to you—including your doctors and any prescriptions you might take.

Once you've completed your enrollment online, you can view your coverages and follow-ups any time before your benefits begin.



**Remember, you must enroll to have coverage through your employer.** If you don't enroll, you'll have no medical, dental, or vision coverage. And, to contribute to a Health Savings Account (HSA) (if eligible) or Flexible Spending Account (FSA), you must make an active election.

# Use Your Benefits

Throughout the year, there are lots of ways to stay on top of your health, and to make the most of your benefits and your health care dollars. Make sure you're up to speed before your benefits take effect.



## Get the Inside Scoop

Visit the [Make It Yours website](#).

- Get insider tips for “how to work the health care system” on many topics.
- Make the most of your benefits and your health care dollars.



## Manage Your Benefits

Log on to the [My Benefit Plans Website](#).

- See what's covered and who you're covering.
- Make benefits changes when your life changes (e.g., marriage, birth of a child).



## Stay in Step With Your Carrier

Once your coverage begins, register on the [insurance carrier](#) member site (you can get to it from the Make It Yours website) and download their mobile app.

- Keep track of your provider bills and payments online (once your coverage begins).
- Feel your best by taking advantage of all that your carrier offers, which may include virtual care, lifestyle coaching and fitness discounts, mental health support, and more.



## Questions?

Once logged on to the [My Benefit Plans Website](#) look for the “Need Help?” icon to ask your virtual assistant any questions you may have. It can also connect you with a web chat representative and other helpful resources. You can also call the My Benefit Plans Center at **1.855.750.2920** from 11:00 a.m. to 8:00 p.m. ET, Monday through Friday.