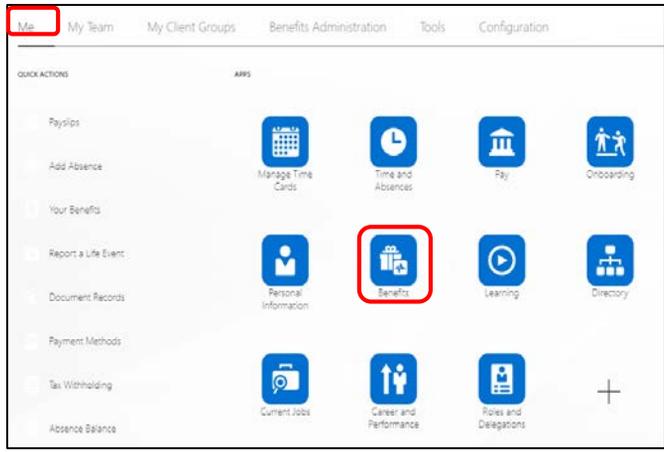


1. From the 'Me' Dashboard inside LCG360, **select the Benefits app.**

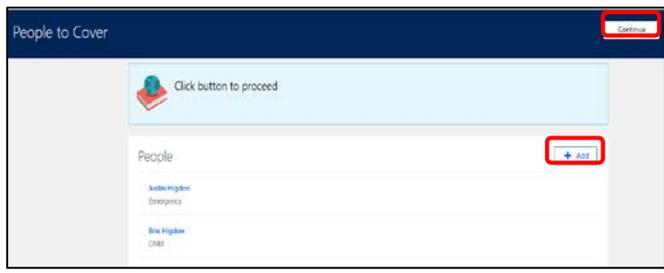


2. From the next screen, **select the button labeled Click here to enroll or make changes.**

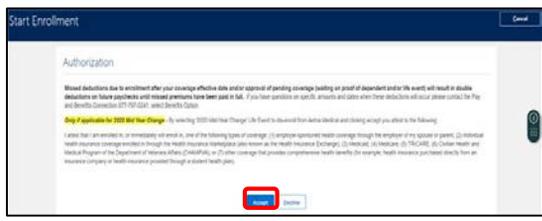


3. Next, in the "People to Cover" screen:

- If you **need to add** a dependent or a beneficiary, add them here **Click +Add.**
- If you **do not need to add** a dependent or beneficiary, **click Continue.**



- 4. In the "Start Enrollment" screen, the authorization page will appear. **Click Accept to continue.**



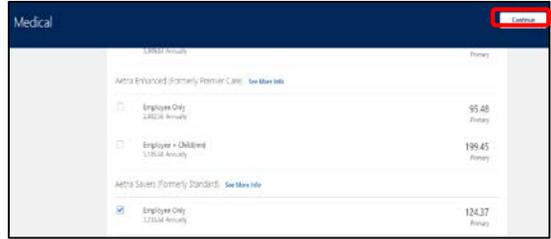
**5. Now, you will begin enrollment.**

*Note: You will note that Medical, Dental, Vision, and FSAs show "Waive".*

**To make changes, click Edit to enter each section and update enrollment.**

**6. Click Continue in each section once updates are complete.**

*Note: This will take you back to the main enrollment page for you to continue to the next section.*



**7. After completing enrollment selections for each section, click Submit to finalize your benefit enrollment.**



**8. Next, Click Print, to print your confirmation page.**

*Note: Your elections can also be found within the Benefits app inside your LCG360 'Me' dashboard by selecting 1/1/2021 for the date.*

**Changes can be made until Open Enrollment closes on 10/27/2020.**



***If you have questions, or need assistance please call 1-877-767-5141 and select the Open Enrollment option. Hours are 8am-5pm, local time Monday through Friday.***