

How to Self-Enroll in 3 Easy Steps

To make your benefit choices during open enrollment for the 2021 plan year, go to:
www.foresterbenefits.com/enroll between November 8 - November 15, 2021.

Go to **www.foresterbenefits.com/how-to-self-enroll** for a quick overview of how to enroll.

STEP 1: LOGIN

First time users must register on the Employee Login screen by clicking "Register as a new User"

- Enter your first and last name
- Enter the company identifier: **NASB**
- Enter the last four digits of your SSN
- Enter your date of birth
- You will be prompted to create:
 - Username (Company email is recommended, but not required). You can make the Username whatever you choose. Note: The Username must be a minimum length of 8 characters and a Maximum length of 50
 - Password (Minimum length of 6 characters and a maximum length of 20, and include both a number and a symbol)

Returning users will do the following:

- Enter your username and password
- If you have forgotten your password, click on the "Reset a forgotten password" link

STEP 2: MAKE YOUR ELECTIONS (*pop-up blocker must be turned off*)

Once you arrive on your Welcome screen, you will:

- Navigate through the site with ease by clicking the green "Start Enrollment" button
- As you progress through the online enrollment process, you are prompted to input your personal and dependent information and make your benefit elections
- Helpful Resources are readily available throughout the process to help you learn more about your benefit options
- You can also review your Benefits Enrollment Guide, which includes each coverage plan summary, by viewing the Helpful Resources tab

STEP3: REVIEW AND SUBMIT

After providing your information and indicating your elections, you will need to do these final steps to complete the enrollment:

- Review your information and click the green "Click to Sign" button to complete your enrollment
- Your enrollment is **NOT COMPLETE until you click the "Click to Sign"** button to electronically sign your enrollment request and submit it for processing
- You can print a copy of your Enrollment Summary by clicking the "print" icon in the top right corner of the screen
- If needed, you may log back in and make changes at any time during the designated enrollment period