

# How to Self-Enroll in 3 Easy Steps

To make your benefit choices during open enrollment for the 2024 plan year, go to:

[www.foresterbenefits.com/enroll](http://www.foresterbenefits.com/enroll) November 6, - November 17, 2023.

## 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: BGFInd
- 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.

## STEP 3: 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.