

MERCER MARKETPLACE WEBSITE GUIDE



The screenshot shows the Mercer Marketplace website interface. On the left, a navigation menu includes: Home, Dependents (1), Questionnaire (2), MANAGE ACCOUNT (Login Information, My Documents (3), View HSA Contribution (4)), QUICK LINKS (My Benefit Shopping Results, Resource Center (5)), and a 'Get started' button (6). The main content area features a 'Welcome to Windstream's Online Benefit System' section with a 'Get started' button (6). Below this is an 'Important Messages for You' section (7) with a 'Dependent Verification Document Request' message. The 'Your Benefit Resources' section (8) includes a 'Benefits Decision Guide' link. The 'Mercer Marketplace 365 Mobile Apps' section (9) provides information on downloading apps. On the right, an 'Important Documents' section (10) includes an 'Employee Summary Report' link. The footer (11) contains contact information for a Benefits Counselor, including a phone number and chat options, along with terms of use and privacy notice links.

- 1 Add or update dependent information
- 2 View surcharge attestations
- 3 View your dependent verification documents
- 4 Update your HSA contributions
- 5 Access benefit plan documents and videos
- 6 Enroll in your benefits

- 7 View messages and deadlines
- 8 View the Benefits Enrollment Decision Guide
- 9 Download benefits mobile apps
- 10 View, download and print your confirmation statement
- 11 Call or chat with a certified Benefits Counselor

How to Enroll

Log in to enroll in your 2019 Benefits

1. PROFILE

- Review your personal information.
- Enter information for any dependents you wish to cover, if needed. You will need to provide Social Security numbers and dates of birth for dependents who are not already enrolled in Windstream benefits.
- Answer a few questions about your health needs and personal priorities. This helps the enrollment tool, MM365, guide you toward “best match” benefit options for your needs.

2. SHOP FOR BENEFITS

- Review plan features and costs.
- Use online tools and educational resources to learn more.
- Access health care cost comparisons based on national averages for your planned activity for 2019 by clicking the **Compare plans & estimate your cost** button at the top of the Medical Plan page.
- Select the benefits you want to enroll in. If you enroll in a medical plan, you will be asked to attest to tobacco status (for you and your spouse) and coverage availability (for your spouse) and acknowledge the biometric screening and assessment surcharge for non-completion. You will also be required to verify dependents you’re enrolling for medical coverage if they were not enrolled in the plan in 2018.

3. CONFIRM & FINISH

- Once you are satisfied with your selections, review your benefits summary for accuracy, then click the **Complete Enrollment** button.
- You will receive a confirmation number and summary of your enrollment details. Be sure to verify your enrollment details outlined on your Employee Summary Report and download and save (or print) a copy for reference.