## MERCER MARKETPLACE WEBSITE GUIDE

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Home					
Le Dependents	a th	Welcome to Windstream's Online Bene	efit System		
		Shop, compare, and purchase your 2018 benefits using the resources available on this site. You 'll find a Benefits Decision Guide, videos, links to helpful tools and sites, and other plan documentation to help you with your shopping experience.			
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MANAGE ACCOUNT		Questions? Call an experienced benefits counselor at 866-553-9409 between 7:00 am - 10:00 pm ET, Monday through Friday and 10 am - 2 pm ET, Saturday.			
Login Information	6 Get started >				
My Documents					
View HSA Contribution					
QUICK LINKS	Dimportant Messag	es for You			
My Benefit Shopping Results	You have 7 days to elect your Open Enrollment benefits.				
Resource Center	Dependent Verification Document Request Documentation must be submitted and/or approved for the following dependent: Ricky D. Powell. Access My Document Center to submit now.				
	Your Benefit Resou	ırces			Important Documents
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	Benefits Decision Guide				
	Mercer Marketplace 365 Mobile Apps				
	Access your benefits and spending accounts on the go via the Mercer Marketplace 365 "Your Benefits" and "Your Accounts" mobile applications. You can download the app on your iPhone(IOS) or Android device via the App Store or Google Play.				
	You are prompted for a Company ID the first time you use the "Your Benefits App". Your unique Company ID is: WIND31				
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MERCER Make tomorrow. today					11 Questions? Please call 1-866-553-940 Or Charl Now with a Benefits Counsel 700 am to \$900 pm ET, Monday through fride

**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
- <sup>8</sup> View the Benefits Enrollment Decision Guide
- Ownload benefits mobile apps
- <sup>10</sup>View, download and print your confirmation statement
- 1 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. <u>Be sure to verify your</u> <u>enrollment details outlined on your Employee Summary Report and download and save (or print) a copy for</u> <u>reference.</u>