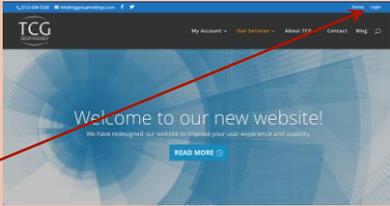


Enrollment Navigation

Visit the enrollment website at www.tcgsservices.com and click **LOGIN** to get started.

1

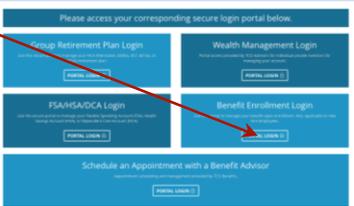
START HERE



CLICK HERE

Click **BENEFIT ENROLLMENT** to access login portal.

2



When you enter the site for the first time click **Register** and proceed. After you have registered, you will go to **User Name** and **Password**. If password is forgotten, click **Forgot Your Password**, and proceed with prompts.

3

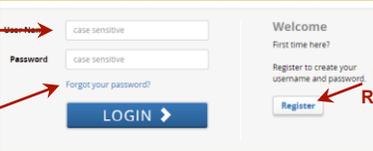
Your company key is BHISD (case sensitive)

AFTER YOU HAVE REGISTERED FOR THE FIRST TIME, YOU WILL GO HERE

FORGOTTEN PASSWORD

FIRST TIME REGISTERING

You will be prompted for SSN, company key, and DOB (MM/DD/YYYY). Follow prompts.




4

Click **START HERE**

You may go to the Reference Center to get more details on the available plans. You can view provider directories for the dental and vision plans if you would like to see the available network providers.



5

view current benefits by clicking here



6

Click **START ENROLLMENT**

The next screen contains text regarding the upcoming changes and important benefits dates. Please read the text and click **START ENROLLMENT** at the bottom of the page to proceed.



You will need to go through each benefit to select or waive each one this year. After you have completed all the benefits you will be directed to the "Review Enrollment" page. You are still able to make a change to a benefit there also. Click **EDIT** to the right of the benefit you wish to change or elect. After you review your benefits, please scroll down to the bottom of the page and click **NEXT**.

7

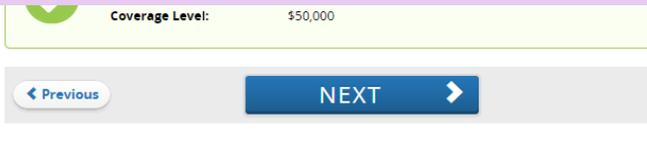
EDIT HERE



When finished making your benefit change, scroll to the bottom of the page and click **NEXT**. You will advance to the review page.

8

NEXT



When you are finished reviewing your enrollment and making changes, click **APPROVE** at the bottom or top of the Review Enrollment page. Continue to the last step on the next page. On the next screen click **I AGREE**, and then click **PRINT** for a summary of your chosen benefits.

9

APPROVE



This is an outline of benefits only. If there is a conflict between the terms of this outline of benefits and the contract, the terms of the contract will prevail. Please see a Benefits Advisor or review plan summary in the Reference Center at www.tcgsservices.com for additional information.