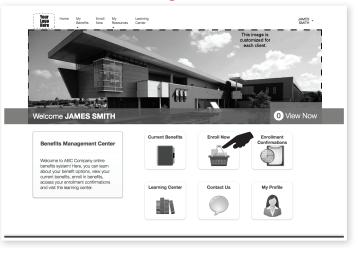
How to Enroll Online

Go to https://bmc.myfbmc.com and Click on "Register"



Access your Web Enrollment and Enroll Now

After entering your Username and Password, click the **"Enroll Now"** button. You may also view your current plan year benefits, review your enrollment session confirmations, check out our learning center, contact FBMC, or view and update your profile by clicking on the corresponding buttons.



2 Confirm Employee Information and Edit/Update Dependent and Beneficiary Information

On the Welcome pages you can review your Current Benefits, confirm your Employee Information, and edit your dependents or beneficiaries. To add a beneficiary or dependent, click the **"Add Beneficiary"** or **"Add Dependent"** tab and complete the form. To edit or update dependent or beneficiary information, click on the dependent/beneficiary name and update the form as needed. To remove a dependent or beneficiary, click on the **"X"** icon.

Welcome					
Current	Add a New Dependent				
Benefits	Please enter the information for this dependent in the fields provided. Click 'Save' to apply the changes and return to the list of				
Employee Information	dependents/beneficiaries. Fields marked with an asteriak (*) are required.				
Dependent / Beneficiary	* First Name:				
Information	Middle Initial:				
Select Benefits	* Lest Name:				
	Suffic:				
	* Relationship: Select				
	*Date of Birth: MM/DD/YYYY				
	*SSN: X0X-XX-XXXXX				
	*Gender/Sex: O Male O Female				
	* Full-time Student: O Yes O No				
	*Disabled: O Yes O No				
	Mailing Address				
	Same as Employee:				
	Address 1:				
	Address 2:				
	City:				
	State:				
	Scroll down to see more. Zip: X00000-10001				

Begin the Enrollment Process Start Tour:

You may click on the **"Start Tour"** button at any time during your enrollment for additional information and enrollment instructions.

The **"Start Tour"** icon on each page will guide you through the specifics of that page.

> Medical	-				Check	out
© Dental	Would y guided	tour of your enrollment?			CITECK	Jui
© Vision	Start tour No thanks, pleas	se minimize the guided tour prompt.			Payroll Ded	Concession and Concession of C
Hospital Income Protection					\$65.	
		Current Medical Selection	_		PRE-TAX	
Short Term Disability	=1	Medical - BC/BS - 5771		✓ Selected	Medical	\$ 38.0
Long Term Disability	Florida	Medical - BC/BS - 5//1			Dental	\$ 11.7
Voluntary Life	Blue 🗗	Employee Only Employee and 1 Dependent	\$38.00 \$278.00	More Info	Short Term Disability	\$ 13.3
		Employee and Family Dual Secondary Socuse	\$353.00		Medical Flex Credit	\$ (16.6
HSA	Pre-Tax	O Dual Primary Spouse + Family	\$3.00		SUBTOTAL	\$ 46.4
Medical Expense FSA					POST-TAX	
Dependent Care FSA	Other Plans (2)				Universal	\$ 19.4
Cancer Insurance					Life TransLegacy UL	φ 10.4
Accident Insurance	Flowida	Medical - BC/BS - 5180		Select	SUBTOTAL	\$ 19.4



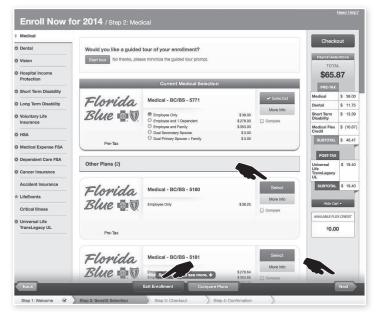
FBMC | How to Enroll Online



Choose Benefits

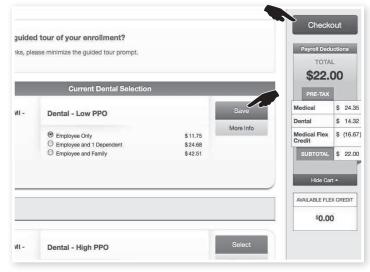
For each benefit, choose your coverage level or election amounts by clicking "Select" in the benefit box of your choice. The selected benefit will move to the top of the page. Be sure to click the "Save" button to save each benefit selection before continuing to the next benefit page. To continue to the next benefit page, click "Next" at the bottom right of the screen.

You may save your enrollment session progress and return later to complete the enrollment at any point, once you have started the benefit selections by clicking the "Save" button and then click "Exit Enrollment" at the bottom of the screen. Exiting your enrollment early will record your previously saved benefit selections.



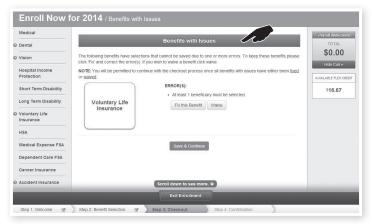
Payroll Deductions 5

Upon selecting a benefit, be sure to click the "Save" button. Your saved benefit will appear under Payroll Deductions with the appropriate benefit cost. This will allow you the opportunity to view your total payroll deductions as you continue through your enrollment session. Once you have made all of your benefit selections for the Plan Year, you can checkout by clicking the "Checkout" button.



Benefit Issues 6

You will not be able to save your enrollment if the "Benefit with Issues" page appears before you reach the confirmation page. This means that you have a benefit that requires a correction. For example, if you have enrolled in family coverage, but did not select dependent(s), or enrolled in a Life plan, but did not complete the beneficiary information. The application will prompt you to review the benefits that need further review or editing. You must check to ensure each benefit is accurately completed in order to proceed to checkout.





C | How to Enroll Online



Incomplete Benefits

The checkout process is designed to ensure that you effectively **"Save"** or **"Waive"** each benefit, based on your needs. If you did not save or waive a benefit during your enrollment session, it will appear here. The Incomplete Benefits page includes two sections:

Rollover Benefits: If you have a current benefit and forgot to save it during your enrollment session, you must click the **"Keep"** button for the benefit to rollover to the next Plan Year.

Unselected Benefits: Any other benefits you did not save during your enrollment session will appear here. You may click the benefit button to return to the corresponding benefit page and select the benefit, or click **"Waive"** to waive the benefit and continue to checkout.

Remember, you must save or waive each benefit to proceed to checkout.

D Medical					Payroll Deductions
Dental		Incomple	e Benefits		TOTAL
Vision	One or more offered benef	fits are incomplete.			\$0.00
Hospital Income	Rollover Benefits				Hide Cart 🔺
Protection		lover benefits from the previou			AVALABLE FLEX CRED
Short Term Disability	correct. If they are correct,	e benefit details, and verify the , you may elect to keep the ber	efit by clicking "Keep". If they	are not correct, you may	\$16.67
Long Term Disability	"Waive".	fit to navigate to the benefit sei	ection page. If you wish to w	aive the benefit, click	
Voluntary Life Insurance					
HSA	Medical	Vision	Short Term Disability		
Medical Expense FSA	MORE INFO V	MORE INFO ~	NORE INFO ~		
Dependent Care FSA	Keep Waive	Keep Waive	Keep Waive		
Cancer Insurance					
Accident Insurance	Unselected Benefits	ot been selected, and you do r	of bave colover benefits from	n the previous plan year/most	
r LifeEvents	recently completed plan ye	ar. To select one of these ben to waive coverage you may c	afits, click the name of the be		
Critical Illness					
Universal Life TransLegacy UL	Dental	Hospital Income Protection	Long Term Disability	Voluntary Life Insurance	
	Waive	Waive	Waive	Waive	
			Continue		

8 Agreement and Authorization

In order to complete your enrollment, you must check the box to agree to the Terms and Conditions, type in the last four digits of your SSN and you have the option to include your e-mail address to receive an enrollment confirmation notification online.

9 Print and Keep Your Confirmation Notice

Once you have completed the enrollment process, you will receive a confirmation number and you will be able to print a confirmation notice for your records. You may access the web enrollment 24 hours a day, 7 days a week to make changes to your benefit selections. You have until the end of the Open Enrollment period to make any changes to your benefits.

	You must agree to the terms and conditi	ons in order to submit these elections.				
1	I agree to the Terms and Conditions.					
	You must confirm your authorization to s	ubmit these elections				
2	Enter the first 4 digits of your SSN:	x-xxxx				
	OPTIONAL: Please send a completed enrollment notice to this email address:					
9	Email Address:					
			Confirm and Su			

