

BERNIEPORTAL

BENEFITS: HOW TO



EMPLOYEE BENEFITS: HOW TO

BERNIEPORTAL ADVANTAGE

- ▶ Reduce error
- ▶ Save time
- ▶ Expand benefit offerings
- ▶ Increase employee understanding of benefits
- ▶ Simplify open enrollment
- ▶ Reduce paper consumption
- ▶ Eliminate manual entry



EMPLOYEE BENEFITS: HOW TO

CREATE BERNIEPORTAL ACCOUNT

- ▶ Step 1: Open BerniePortal email



- ▶ Use link to create account

Hi Halie,

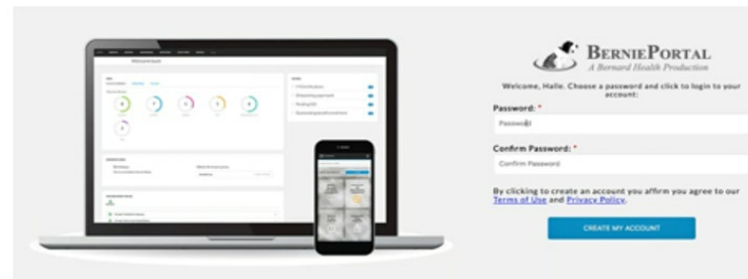
Class Act, Inc. has begun the process of bringing you on as a new hire. Class Act, Inc. uses an online system called BerniePortal to handle their paperwork for new hires. We have reserved address, so please select an option below to complete the sign up for your BerniePortal account.

New to BerniePortal? [Click here](#) to create account.

Already have a BerniePortal account under a different email address? [Click here](#) to move the hiring process to your existing account.

Thanks,


- ▶ Create password



EMPLOYEE BENEFITS: HOW TO

ENROLL IN BENEFITS

HOME BENEFITS ENROLLMENT PERSONNEL FILE ...

 Guided Enrollment: Step 1 of 5

1 GETTING STARTED 2 DEPENDENTS 3 ELECTIONS 4 BENEFICIARIES 5 CONFIRM

Welcome to your benefits enrollment!
Click "Save and Continue" when you're ready to move onto the next step!

Start enrollment → [SAVE AND CONTINUE](#)



EMPLOYEE BENEFITS: HOW TO ENROLL IN BENEFITS

▶ Step 1: Elect beneficiaries

HOME BENEFITS ENROLLMENT PERSONNEL FILE ...

Bark & Park Guided Enrollment: Step 2 of 5

GETTING STARTED DEPENDENTS ELECTIONS BENEFICIARIES CONFIRM

✓ The changes have been saved.

SPOUSE ON

switch on/off

First Name: Jane Last Name: Smith Gender: Female Birthdate: Birthdate: SSN:

click to show calendar

DEPENDENTS OFF

Move to next step →

SAVE AND CONTINUE BACK TO PREVIOUS STEP

MAY 1983						
SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



EMPLOYEE BENEFITS: HOW TO ENROLL IN BENEFITS

- ▶ Step 2: Select plan from dropdown menu

Benefit navigation menu

Guided Enrollment: Step 3 of 5

Health

- Dental
- Life
- Voluntary Life

Select a plan

- Select Health Plan
- Class Act, Inc - United HDHP with HSA
- Class Act, Inc - United Copay Plan
- Waive

SAVE AND CONTINUE BACK TO PREVIOUS STEP

HIDE CART

PER PAY PERIOD COST:

	Employee	Employer
Health	\$0.00	\$0.00
Dental	\$0.00	\$0.00
Life	\$0.00	\$0.00
Voluntary Life	\$0.00	\$0.00
Total cost	\$0.00	\$0.00



EMPLOYEE BENEFITS: HOW TO ENROLL IN BENEFITS

Step 3: Learn about plan and select coverage tier

Guided Enrollment: Step 3 of 5

GETTING STARTED DEPENDENTS ELECTIONS BENEFICIARIES CONFIRM

Health Dental Life Voluntary Life

Select a plan

Class Act, Inc - United HDHP with HSA

Resource box: Learn about the selected plan

Message from your employer

This health plan is compatible with a Health Savings Account (HSA), this means you can use pretax dollars to pay for medical expenses that will go towards your deductible. This plan is fifty dollars cheaper per pay period than the copay plan.

Helpful website

Find a Doctor

Plan documents

- UHC-Preventive-Care-Flyer--All-Ages.pdf
- UHC-Advantage-Prescription-Drug-Formulary.pdf
- United-HDHP-Highlights-1-.pdf
- United-HDHP-SBC.pdf

Select a coverage tier:

	Employee costs: (per pay period)	Employer costs: (per pay period)
<input checked="" type="radio"/> Employee Only	\$133.50	\$98.95

VIEW INELIGIBLE PLANS BASED ON DEPENDENT ENTRIES >

PER PAY PERIOD COST:

	Employee	Employer
Health	\$133.50	\$98.95
Dental	\$0.00	\$0.00
Life	\$0.00	\$0.00
Voluntary Life	\$0.00	\$0.00
Total cost	\$133.50	\$98.95

Shopping cart tool

select coverage amount

Move to next step → **SAVE AND CONTINUE** BACK TO PREVIOUS STEP



EMPLOYEE BENEFITS: HOW TO ENROLL IN BENEFITS

- ▶ Step 4: Repeat for remaining plans

HOME BENEFITS ENROLLMENT PERSONNEL FILE

Bark & Park Guided Enrollment: Step 3 of 5

GETTING STARTED DEPENDENTS ELECTIONS BENEFICIARIES CONFIRM

Health ✓
Dental ✓
Life ✓
Voluntary Life ✓

Select a plan
Class Act, Inc - Paid Life and AD&D (Managers)

Message from your employer
Employer-paid life insurance can be an important part of protecting your family in the event that you die prematurely. If you pass on unexpectedly, depriving your family not only of your presence but also your income, your dependents will be glad you signed up for your workplace's life insurance benefit. Your employer provides you with \$15,000 of Term Life insurance coverage through Unum.

Helpful website
[Create an account](#)

Plan documents
[Unum Life Summary All employees.pdf](#)

Purchase on myself

\$0.00 \$20,000 \$30,000.00 Employee Cost: \$2.16

drag button to elect coverage amount

Move to next step [SAVE AND CONTINUE](#) [BACK TO PREVIOUS STEP](#)

HIDE CART

PER PAY PERIOD COST:

	Employee	Employer
Health	\$133.50	\$98.95
Dental	\$25.73	\$0.00
Life	\$0.00	\$2.08
Voluntary Life	\$2.16	\$0.00
Total cost	\$161.40	\$101.03



EMPLOYEE BENEFITS: HOW TO ENROLL IN BENEFITS

▶ Step 5: Elect beneficiaries

HOME BENEFITS ENROLLMENT PERSONNEL FILE ...

Berk & Park Guided Enrollment: Step 4 of 5

1 GETTING STARTED 2 DEPENDENTS 3 ELECTIONS 4 BENEFICIARIES 5 CONFIRM

Do you want beneficiaries to be the same for all policies? No Yes

Beneficiaries for cash benefits paid on you [Add another beneficiary](#)

First name:	Last name:	Relationship to you:
Jane	Smith	Spouse
Ben	Smith	Son

Slide to adjust %

Jane Smith 64.0% Ben Smith 36.0% Distribute equally

Contingent Beneficiaries for cash benefits paid on you [Add another beneficiary](#)

First name:	Last name:	Relationship to you:
		Self

Distribute equally

Move to next step → [CONTINUE & CONFIRM](#) [BACK TO PREVIOUS STEP](#)

Click to adjust amount per beneficiary



EMPLOYEE BENEFITS: HOW TO ENROLL IN BENEFITS

▶ Step 6: Confirm elections

HOME BENEFITS ENROLLMENT PERSONNEL FILE ...

Barks & Park Guided Enrollment: Step 5 of 5

1 GETTING STARTED 2 DEPENDENTS 3 ELECTIONS 4 BENEFICIARIES 5 CONFIRM

The following illustrates the benefits you have elected and the payroll deductions you have authorized. Please confirm by clicking "I agree" below.

BENEFIT TYPE	PLAN NAME	COVERAGE TIER	EFFECTIVE DATE	EMPLOYEE COST (PER PAY PERIOD)	EMPLOYER COST (PER PAY PERIOD)
Health	Class Act, Inc - United HDHP with HSA	Employee Only	08/01/2018	\$133.50	\$98.95
Dental	Class Act, Inc - High Dental Plan	Employee Only	11/01/2018	\$25.73	\$0.00
Life	Class Act, Inc - Company Paid Life and AD&D	I understand	04/19/2018	\$0.00	\$2.08
Voluntary Life(myself)	Class Act, Inc - Paid Life and AD&D (Managers)	\$20,000	04/19/2018	\$2.16	\$0.00
Voluntary Life(spouse)	Class Act, Inc - Paid Life and AD&D (Managers)	Waive	N/A	\$0.00	\$0.00
Voluntary Life(children)	Class Act, Inc - Paid Life and AD&D (Managers)	Waive	N/A	\$0.00	\$0.00
Total cost				\$161.40	\$101.03

Confirmation & Authorization
I confirm I have received all documentation and Summaries of Benefits and Coverage (SBCs) for all applicable benefits, and hereby confirm my elections. I also authorize my employer to make these withholdings from my paycheck.

I have read and understand these terms.

Sign (use your mouse): *

Sign with your mouse

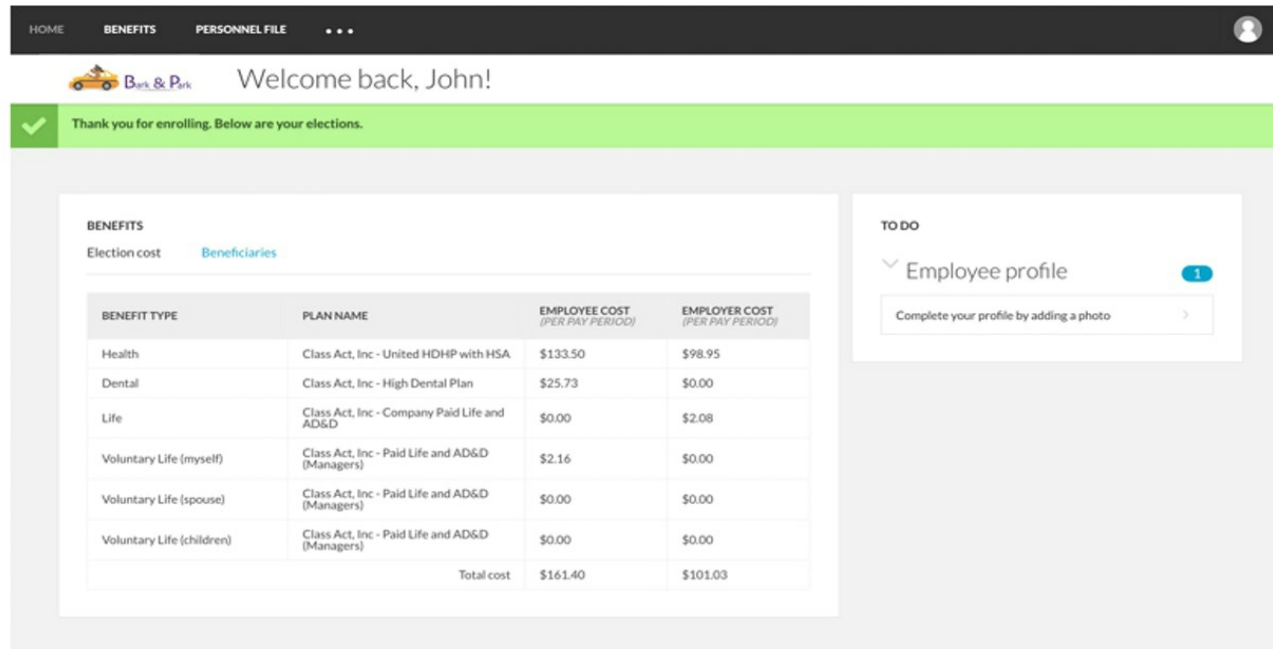
Move to next step →

I AGREE BACK TO PREVIOUS STEP



EMPLOYEE BENEFITS: HOW TO ENROLL IN BENEFITS

- ▶ Congratulations, you are fully enrolled in your benefits! Access your new BerniePortal account from anywhere using BerniePortal.com



The screenshot displays the BerniePortal interface. At the top, there is a navigation bar with 'HOME', 'BENEFITS', and 'PERSONNEL FILE' options. Below this, the user is greeted with 'Welcome back, John!' and the 'Bark & Park' logo. A green banner with a checkmark icon reads 'Thank you for enrolling. Below are your elections.' The main content area is divided into two sections: 'BENEFITS' and 'TO DO'. The 'BENEFITS' section shows a table of elections with columns for 'BENEFIT TYPE', 'PLAN NAME', 'EMPLOYEE COST (PER PAY PERIOD)', and 'EMPLOYER COST (PER PAY PERIOD)'. The 'TO DO' section includes a task for 'Employee profile' with a notification badge '1' and a button to 'Complete your profile by adding a photo'.

BENEFIT TYPE	PLAN NAME	EMPLOYEE COST (PER PAY PERIOD)	EMPLOYER COST (PER PAY PERIOD)
Health	Class Act, Inc - United HDHP with HSA	\$133.50	\$98.95
Dental	Class Act, Inc - High Dental Plan	\$25.73	\$0.00
Life	Class Act, Inc - Company Paid Life and AD&D	\$0.00	\$2.08
Voluntary Life (myself)	Class Act, Inc - Paid Life and AD&D (Managers)	\$2.16	\$0.00
Voluntary Life (spouse)	Class Act, Inc - Paid Life and AD&D (Managers)	\$0.00	\$0.00
Voluntary Life (children)	Class Act, Inc - Paid Life and AD&D (Managers)	\$0.00	\$0.00
Total cost		\$161.40	\$101.03

