

Anderson County Texas

Enroll Online Step-by-Step

Selecting your benefits is fast, easy and convenient with the BP online enrollment system. You can make decisions and changes online and get immediate confirmation of your selections for the 2019-2020 plan year.

1 Step 1 – Login with your employer-provided e-mail:

Go to Anderson County's enrollment platform at:

<https://www.bernieportal.com/en/login>

Use the following credentials to login:

Username: your e-mail address provided by Anderson County

Password: last 4 digits of your SSN + 2 digits of your birth month



1 Step 1 – Login without an e-mail address:

Go to Anderson County's enrollment portal at:

<https://www.bernieportal.com/en/employercode/login>

Employee code logins:

2 digit code: 2 digit birth month

4 digit code: last 4 of your ssn

Employer code: 730301

Navigating Your Benefits Enrollment

Once you're registered, you will be able to complete your enrollment in 5 easy steps. Start your enrollment from your BerniePortal Homepage by clicking either the blue "Make Elections" or "Begin Enrollment" button. (Options differ depending on enrollment status)



Once you're in the enrollment area, you'll notice an enrollment progress tracker at the top of your page. Once you have completed a step, the tracker will move onto the next section. You may always return the previous step with the "back to previous step" button.



1 Getting Started

To begin, Anderson County may require you to answer some basic questions. Use the blank space below the question(s) to fill in your answer. If this isn't your first time making elections with BerniePortal, you can download previously made elections for reference, then "Save and Continue."

A screenshot of a web form titled "Welcome to your benefits enrollment! Next you'll add your dependents. Click 'Save and Continue' to get started!". The form is divided into sections. The first section is "General Questions:" and contains two questions: "Have you used tobacco in any form in the last 12 months?" with radio buttons for "No" (selected) and "Yes", and "Do you currently have health insurance?" with a text input field containing the word "Yes". The second section is "Most Recent Elections:" and contains the text "You may find it useful to choose your selections based on your most recent elections." Below this text are two buttons: a grey "DOWNLOAD" button with a download icon and a blue "SAVE AND CONTINUE" button.

Navigating Your Benefits Enrollment Continued

2 Step 2 - Dependents

Next, you will need to provide some spouse/dependent information. Start by toggling the on switch for dependents that you wish to cover. Make sure to provide legal names, correct birthdates, and social security numbers, and answer any dependent questions. TIP: Add more dependents by clicking "Add Another" in the dependents section.

The screenshot shows a web form for adding a spouse and dependent. At the top, there is a section for the spouse with a toggle switch labeled "SPOUSE" set to "ON". Below this are fields for First Name (Nikki), Last Name (Jagger), Gender (Female), Birthdate (07/30/1976), and SSN (222 22 2222). A question asks "Has your spouse used tobacco in any form in the last 12 months?" with "Yes" and "No" radio buttons. Below the spouse section is a question "Does your spouse have group health insurance coverage available through his or her job?" with "Yes" and "No" radio buttons. The "No" option is selected. Below this is a section for dependents with a toggle switch labeled "DEPENDENTS" set to "ON". There is an "ADD ANOTHER" button. Below the toggle are fields for First Name (Nick), Last Name (Jagger), Gender (Male), Birthdate (02/01/2017), and SSN (111 11 2222). A "Tobacco" section has "Yes" and "No" radio buttons, with "No" selected. At the bottom are "SAVE AND CONTINUE" and "BACK TO PREVIOUS STEP" buttons. Red arrows point to the "ON" toggle switches for both the spouse and dependent sections.

3 Step 3 - Elections

You will notice a benefits menu on the left, which tracks your plan election progress. Once you have made your election for that benefit type, a check mark will appear. You may return to that benefit and make changes to your election just by clicking on the benefit type in the menu.

TIP: Use the shopping cart on the right to keep track of your coverage costs.

The screenshot shows a vertical menu of benefit types. Each item has a checkmark to its right, indicating an election has been made. The items are: Health (checked), Dental (checked), Vision (checked), Short term disability, Critical Illness, HSA, and 401(k). A red circle highlights the checkmark next to "Dental".

The screenshot shows a shopping cart table with the following items and costs:

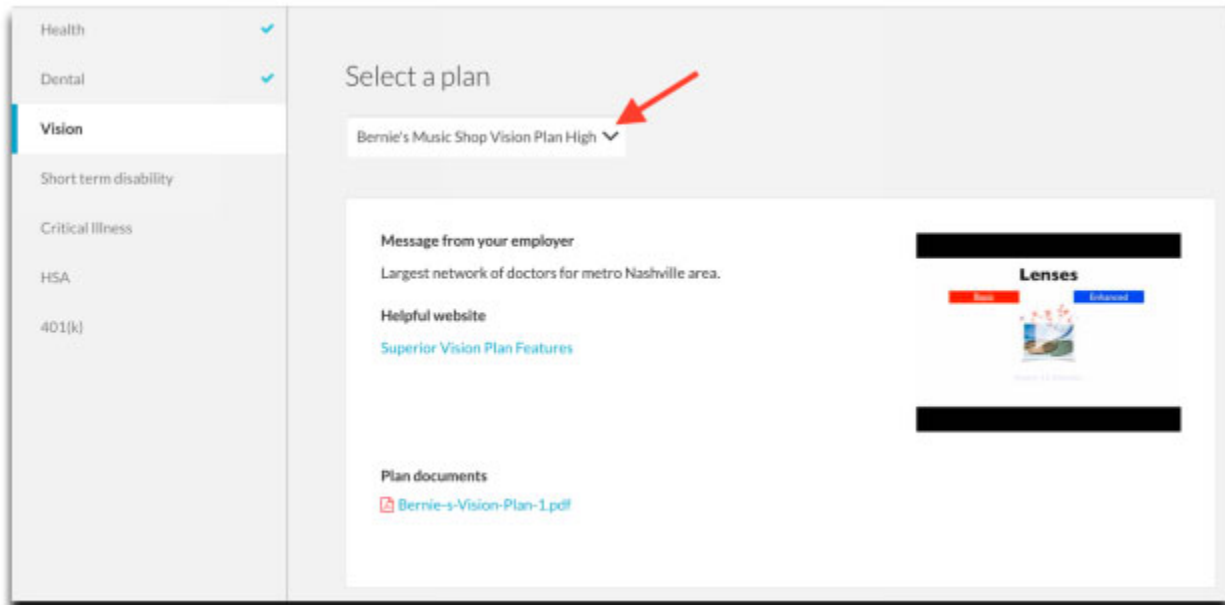
	Employee
Health	\$125.81
Dental	\$0.00
Vision	\$0.00
Life	\$0.00
Voluntary Life	\$0.00
Short term disability	\$0.00
Long term disability	\$0.00
Critical Illness	\$0.00
Required Critical Illness Wellness	\$0.00
Accident	\$0.00
Medical Bridge	\$0.00
Cancer	\$0.00
Total cost	\$125.81

Red circles highlight the "Health" row and the "Total cost" row.

Navigating Your Benefits Enrollment Continued

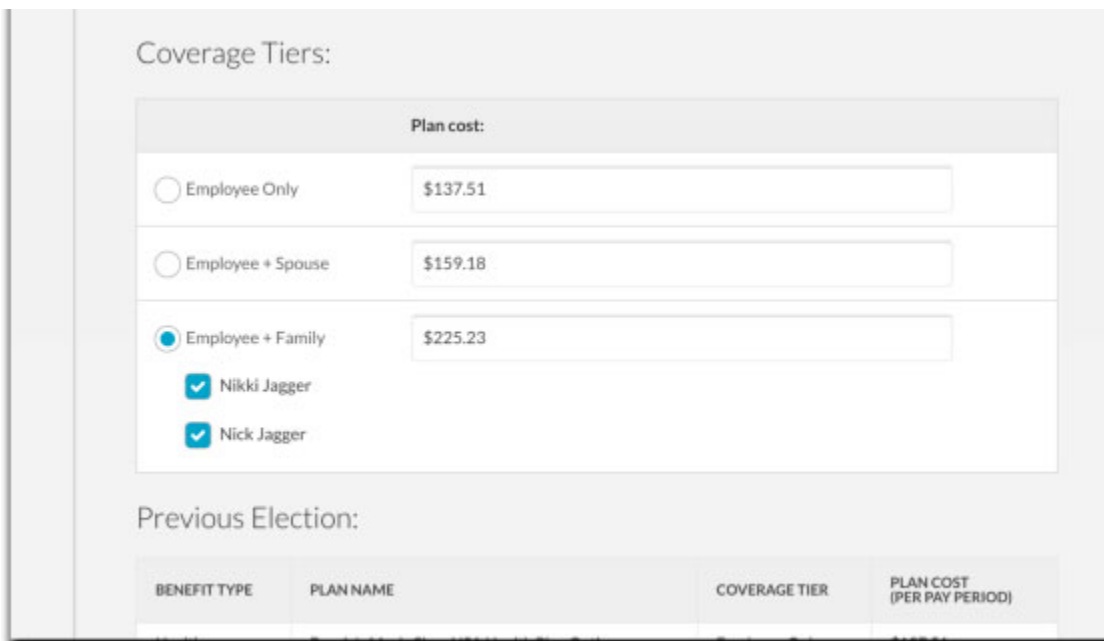
Select a Plan

Scroll through benefit types and explore each plan option by using the “select a plan” dropdown. It’s important to understand all that a plan has to offer, so make sure to review any accompanying material such as carrier videos or plan documents.



Coverage Tiers

Cost and coverage tiers will generate below based on the plan you have selected. If you choose to cover employee + spouse/dependent(s), you may select participating family members by selecting or deselecting the checkmark box next to each member.



Previous Election

If you have previous elections in BerniePortal, they will appear under each benefit type for reference.

Navigating Your Benefits Enrollment Continued

4 Step 4 - Beneficiaries

TIP: If you did not elect any benefits that require the naming of beneficiaries, you'll be taken straight to Step 5 – Confirm.

If you have chosen to participate in a plan that requires the naming of beneficiaries, you'll be prompted to designate both primary and contingents. Choose yes/no if you'd like beneficiaries to be the same for all policies.

Provide the necessary beneficiary info. Select "Add another beneficiary" if necessary. Adjust the percentage that each beneficiary should receive by sliding the distribution bar below to the desired percentage.

Perform the same for any contingent beneficiaries.

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:
Nikki	Jagger	Spouse
Rick	Jagger	Brother

Rick Jagger 50.0% [Remove](#)

Nikki Jagger 50.0%

[Distribute equally](#)

5 Step 5 - Confirm

Review your election sheet and complete any outstanding fields. Once you are certain you have made all of your elections as you want them, use your mouse to sign the signature box and click "I Agree" to complete your enrollment.

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	TOTAL COST (PER PAY PERIOD)
Health	Bernie's Music Shop HSA Health Plan Option	Employee + Family	03/31/2017	\$225.23
Dental	Bernie's Music Shop Dental High	Employee + Family	03/31/2017	\$44.05
Vision	Bernie's Music Shop Vision Plan High	Employee + Family	03/31/2017	\$42.06
Voluntary Life(myself)	Bernie's Music Shop Vol Life 1	\$1	03/31/2017	\$1.65
Voluntary Life(spouse)	Bernie's Music Shop Vol Life 1	Waive	N/A	\$0.00
Voluntary Life(children)	Bernie's Music Shop Vol Life 1	Waive	N/A	\$0.00
Short term disability	Unum Short Term Disability Example	Employee Only	03/31/2017	\$35.15
Critical Illness	Bernie's Music Shop Critical Illness	Employee + Family	03/31/2017	\$15.69
HSA	Bernie's Music Shop HSA	Employee + Family	03/31/2017	\$18.46
401(k)	Bernie's Music Shop 401K Option	I understand	03/31/2017	\$0.00
Total cost				\$382.30
Employer contribution (health)				\$0.00
Employer contribution (ancillary bucket #1)				\$40.00
Employer contribution (ancillary bucket #2)				\$20.00
Employer contribution (ancillary bucket #3)				\$20.00 (\$1.54 unused)
Employee cost				\$303.84

Your question responses:

Have you used tobacco in any form in the last 12 months?	No
Do you currently have health insurance?	Yes

Congratulations! You have successfully elected your benefits! You may review your elections and costs whenever you want in the Homepage, or in more detail within your Benefits tab.