How to Enroll - www.myFBMC.com



Before You Start Your Web Enrollment

Prior to enrolling in your benefits online, it is to your advantage to thoroughly review your enrollment materials. If you are ready to enroll, but need assistance, contact FBMC Service Center at 1-855-5MYFBMC (1-855-569-3262). Once you have the answers you need, you may begin the enrollment process.

Be sure to have the following information available before you begin the enrollment process:

- Social Security numbers (SSN) for all your dependents.
- Dates of Birth for all your dependents.
- **Proof of eligibility** for all your dependents.
- Primary Care Physician (PCP) if electing a Low Option medical plan and/or Preferred Dental Provider (PDP) if electing a DHMO dental plan.

How to Enroll Online

Log on

Go to the FBMC homepage at www.myFBMC.com. Enter your username and password.

Username and Password

To access your account, you will need to register for a username and password (if you have not already done so). You will need your name, your mailing Zip Code, a valid email address and one of the following: Your SSN, your Employee ID or your FBMC Member ID. You will use the email address and a password you select to access your enrollment and account information on www.myFBMC.com.

If you forget your password, click the "Forgot your password?" link for help or you may contact Service Center Representative at 1-855-5MYFBMC (1-855-569-3262).



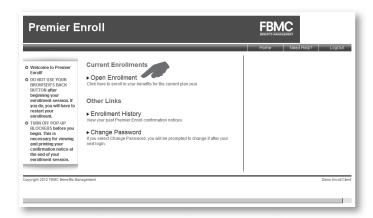
Record your password here.

Remember, this will be your password for Web access.

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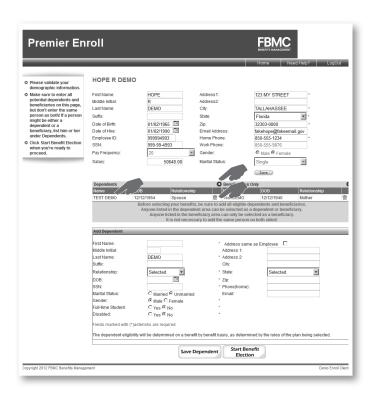
Access your Web Enrollment After entering your Username and Passw

After entering your Username and Password at www.myFBMC.com, click the "Open Enrollment" link to begin your enrollment.



2 Verify your Demographic Info

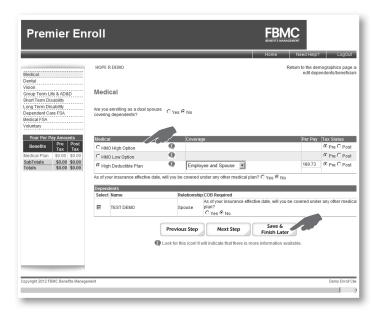
You can add dependent information by clicking on the "+". You may update dependent information by clicking on the person's name. You may remove dependents by clicking on the "\bar{m}" icon.



Begin the Enrollment Process

For each benefit, choose your coverage level or election amounts and then go to the next benefit. Continue until enrollment is complete.

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 & Finish Later" tab at the bottom of the screen.



Print and Keep Your Confirmation Notice

Once you have completed the enrollment process, you will receive a confirmation number and 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 Open Enrollment period to make any changes to your benefits.

