HOW TO ENROLL DURING OPEN ENROLLMENT

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 or have questions regarding your benefits, contact the on-site FBMC Service Center at 305-585-6512.

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 health insurance.

How to Enroll Online

1 Go to the Jackson Open Enrollment website at **www.JacksonBenefits.org** and select "Enroll Online."

2 **Log On**
You will be directed to the FBMC homepage (http://www.myFBMC.com). Enter your username and password..

User Name And Password
To access your account, you will need to register for a user name 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 a Service Center Representative at 855-56JHS4U (855-565-4748).

Record Your Password Here.
Remember, this will be your password for web access.

NOTE: Please be sure to keep this Reference Guide in a safe, convenient place, and refer to it for benefit.

③ Access Your Web Enrollment

After entering your user name and password at www.myFBMC.com, click the "Open Enrollment" link. A second "Open Enrollment 2024" link will then be provided - select this link to access your openenrollment application.

④ Verify Your Dependent And 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 " " icon.

5 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. If you decide to waive a benefit, you must select "waive" to continue to the next benefit.

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.

If you are interested in electing or making a change to your voluntary benefits, please make an appointment with an Enrollment Counselor by going to **www.JacksonBenefits.org** and selecting "Make an Appointment."
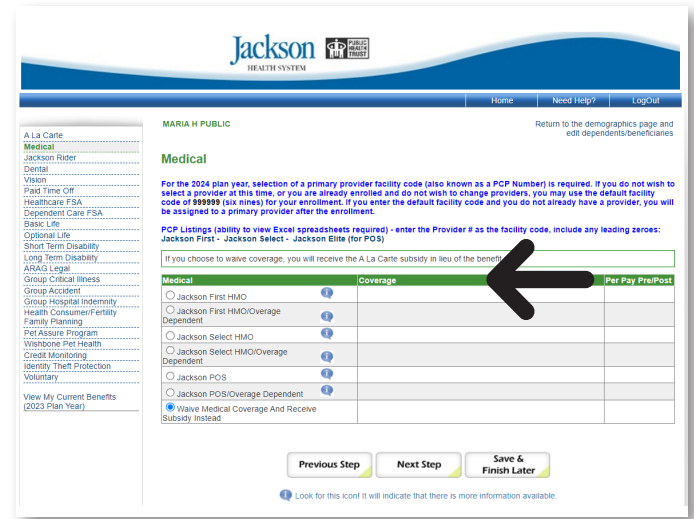
6 Review Elections

Click "Review/Submit Your Election" once you complete your benefits election. You will be given a description of your benefit selection.
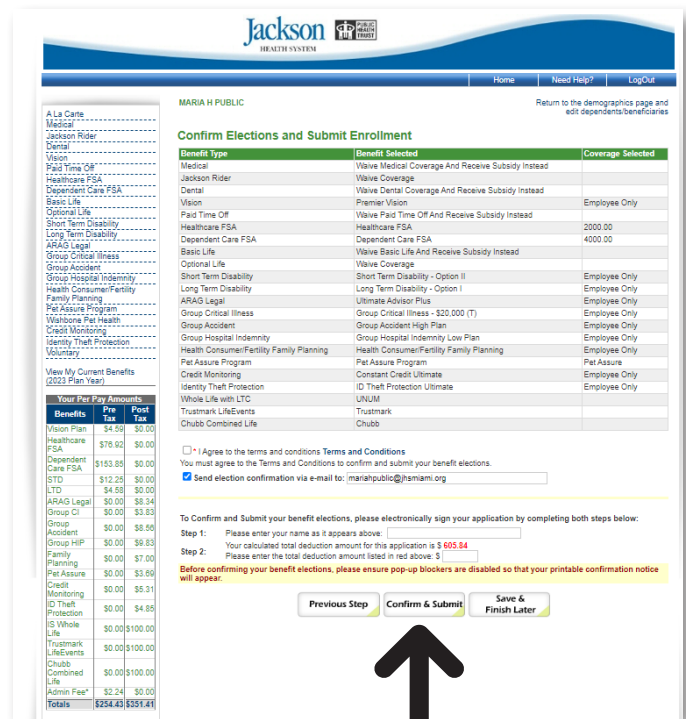
7 Submit

Click "Submit Elections" to confirm your enrollment. Please print your Benefits Election page for your records. You will receive a confirmation email prior to your plan effective date

You may access the web enrollment 24 hours a day, 7 days a week, to make any changes to your benefits election during your new hire enrollment period (45 days). For questions, please contact the on-site FBMC Service Center at 305-585-6512.