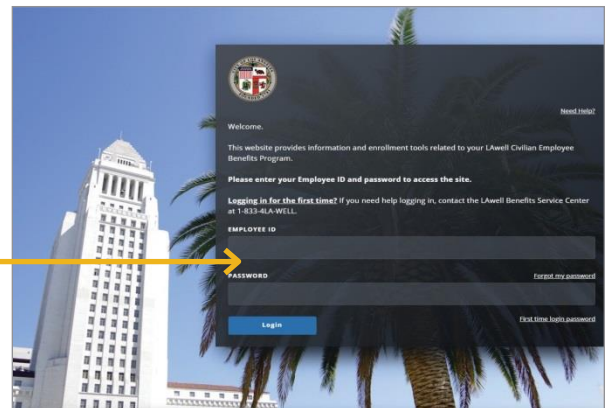
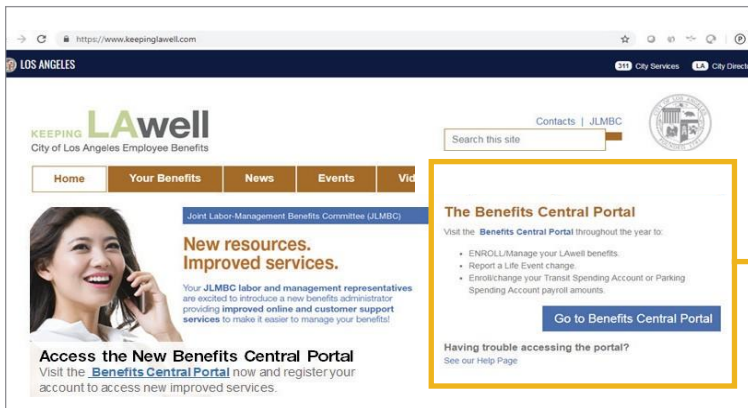


## Online Account Registration

Register your online account by visiting [keepingLAwell.com](http://keepingLAwell.com) and clicking on the link or button to access the Benefits Central Portal.

**Your user name is your Employee ID.** When you first use the system, your temporary password will be your birthdate and the last four digits of your Social Security Number. If you need help logging in, review the help link information on the login page, or call **833-4LA-WELL** for assistance.

You'll be asked to establish a new password and set security questions to complete your registration. That's it! You'll then have access to all of your current benefits information.

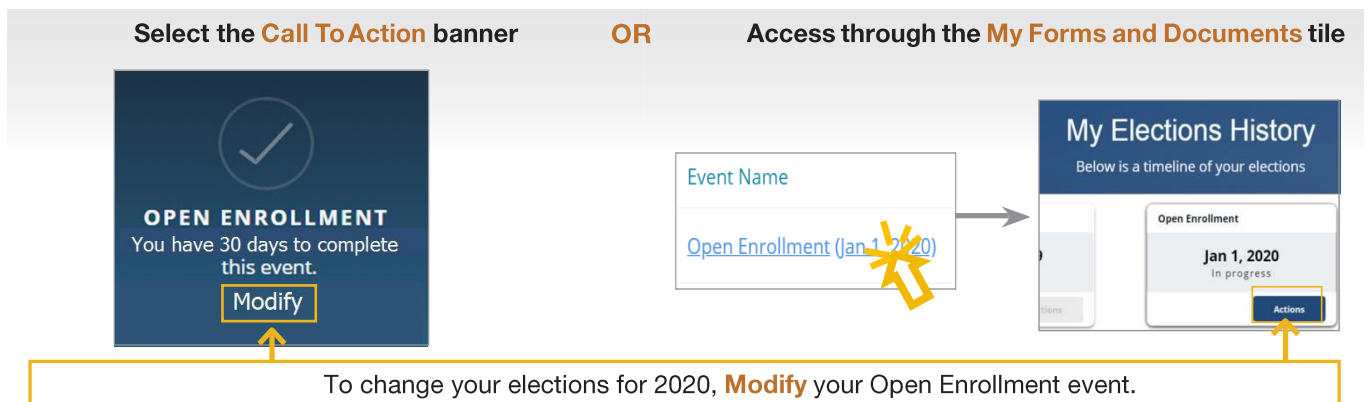


## Make Open Enrollment Elections Online

The Benefits Central Portal enrollment tool is a multiple step, online process that allows you to modify your 2020 choices at any time during the Open Enrollment period (October 1 - 31). Follow these instructions to complete your 2020 enrollment online at [keepingLAwell.com](http://keepingLAwell.com).

- **Modify your Open Enrollment event.**

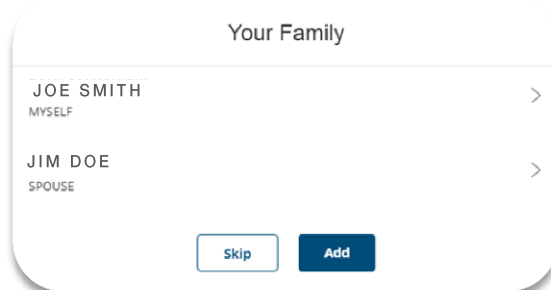
LAwell members are automatically (passively) enrolled into benefits for the next year. If you want to keep the same elections, you do not need to enroll\*; your current elections will automatically continue at the new 2020 per pay period costs. To change your elections for 2020, **Modify** your Open Enrollment event.



**\*Note:** Health Care and Dependent Care Flexible Spending accounts do not automatically continue and require an annual election.

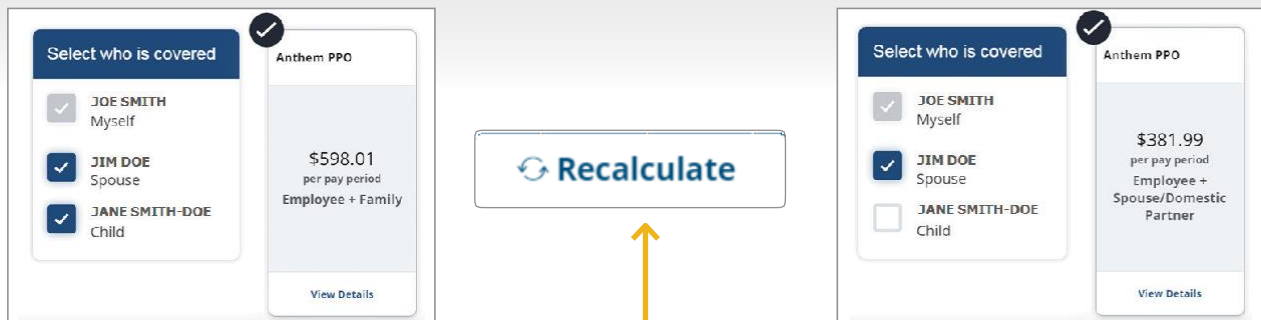
- **Add your LAwell eligible dependents. Make Elections.**

In Step 1 you will add your LAwell eligible dependents. Name, Gender, Date of Birth, and Relationship are required to add a dependent to your profile. Added dependents must meet plan rules, supporting documents are required to prove your relationship. See pages 48-49 of your CHOOSEwell guide for dependent rules.



Select through Steps 2-5 (*Health Plans, Insurance Benefits, Spending Accounts, & Beneficiaries*) to change your LAwell coverage elections and to add and remove dependents from coverage.

**Add and remove eligible dependents**

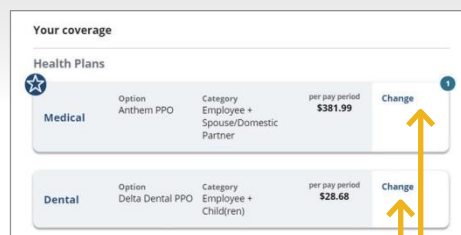
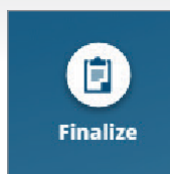


Click **Recalculate** to see how changes to covered dependents impact your per pay period costs.

- **Finalize and complete your elections.**

Review your full list of benefit elections on the Finalize screen (Step 6) and ensure your elections are accurate. You can make changes to any benefit by clicking the Change link on each associated benefit.

**Review your elections and make changes if needed**



Click **Change** if you want to make changes

When you are satisfied with your elections, review and accept the Terms and Conditions, then click **Complete** to finish your enrollment and receive confirmation.

**Agree to Terms and Conditions; Complete**

**IMPORTANT:**  
You must keep your records up-to-date. Immediately inform your employer if your mailing address or other personal information changes.

I agree to Terms and Conditions

Previous
Complete >

**Check** box to agree to Terms and Conditions, then click **Complete**

**Receive your enrollment confirmation**

**Your enrollment is complete!**

<p>Your coverage starts</p> <p><b>Wednesday, January 1, 2020</b></p>	<p>Your per pay period payment is</p> <p><b>\$141.81</b></p>
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**Required documents**

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Here is the list of documents you are required to provide to finalize the enrollment

- **Submit documentation.**

Some election actions, such as adding dependents to coverage, require your submission of supporting documentation. Upload your supporting documents directly to your account using the **Upload my documents** tile, or select the **Enrollment Forms Requirements** Call To Action that should appear after you successfully complete an applicable enrollment event. You can also monitor the status of your uploaded documents.

Select the **Upload my documents** tile



OR

Select the **Enrollment Forms Requirements** Call To Action

