

# Gen4 Open Enrollment

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# How to Complete Open Enrollment through Benefit Zone

- When open enrollment begins, you will receive an email similar to this one with information about open enrollment and who to contact if you need assistance. Follow the link in the email to the Benefit Zone log in page on the BCI website ([www.mybciteam.com/benefit-zone-login](http://www.mybciteam.com/benefit-zone-login)).

-----Original Message-----

do\_not\_reply@gen4systems.com>

Sent: Monday, October 14, 2019 11:52 AM

To: Allison Brannan <[abrannan@mybciteam.com](mailto:abrannan@mybciteam.com)>

Subject: Open Enrollment Starts TODAY!

Dear Test Test,

[Client Name] is now offering online benefit enrollment for this year's open enrollment period. With your new online enrollment system you will be able enter information about yourself and your dependents as well as make your benefit election choices for next year. The benefit options provided by [Client Name] will be presented in a simple and easy to follow format. To help you make the best choices for you and your family, detailed descriptions are also available for each of your available policies. To begin your open enrollment process you will need to login to the open enrollment system. To assist with this, the website location and your specific login details are presented below.

If you need any assistance, you can contact your Benefit Concepts' account manager, [AM Name]. She can be reached at [\[AM\]@mybciteam.com](mailto:[AM]@mybciteam.com) or 713-728-\*\*\*\*.

ESS Website <https://mybciteam.com/gen4-login>

Login: [employee work email address]

Password: p8d77888

Agency Partner: MyBCITeam

# The link will take you to our website where you can access the log in page

The screenshot shows the website header with the BCI logo and navigation links: About Us, Services, Resources, Benefit Zone, Blog, Online Enrollment, and Contact Us. Social media icons for Facebook, LinkedIn, and Instagram are also present. The main heading reads "Gen4 is now Benefit Zone!". Below this, there is a descriptive paragraph about the system's capabilities, followed by three call-to-action buttons: "BENEFIT ZONE LOG-IN FOR EMPLOYEES" (highlighted with a red border), "BENEFIT ZONE LOG-IN FOR HR USERS", and "HOW TO ENROLL IN BENEFIT ZONE PRESENTATION".

BCI Benefit Concepts, Inc.    About Us   Services   Resources   Benefit Zone   Blog   **Online Enrollment**   Contact Us   f in @ 🔍

## Gen4 is now Benefit Zone!

***Benefit Zone delivers an integrated, full-service Agency, HR and Employee Management solution for BCI clients.***

The system provides a self-service system that allows employees to access their plan information and make new hire and open enrollment elections through a web-based system that can be accessed from almost any internet-connected device.

In addition to the employee resources, the solution also allows for many HR capabilities such as employee management and communication, document storage, and on-boarding.

***This powerful tool is available to our clients at no additional cost.***

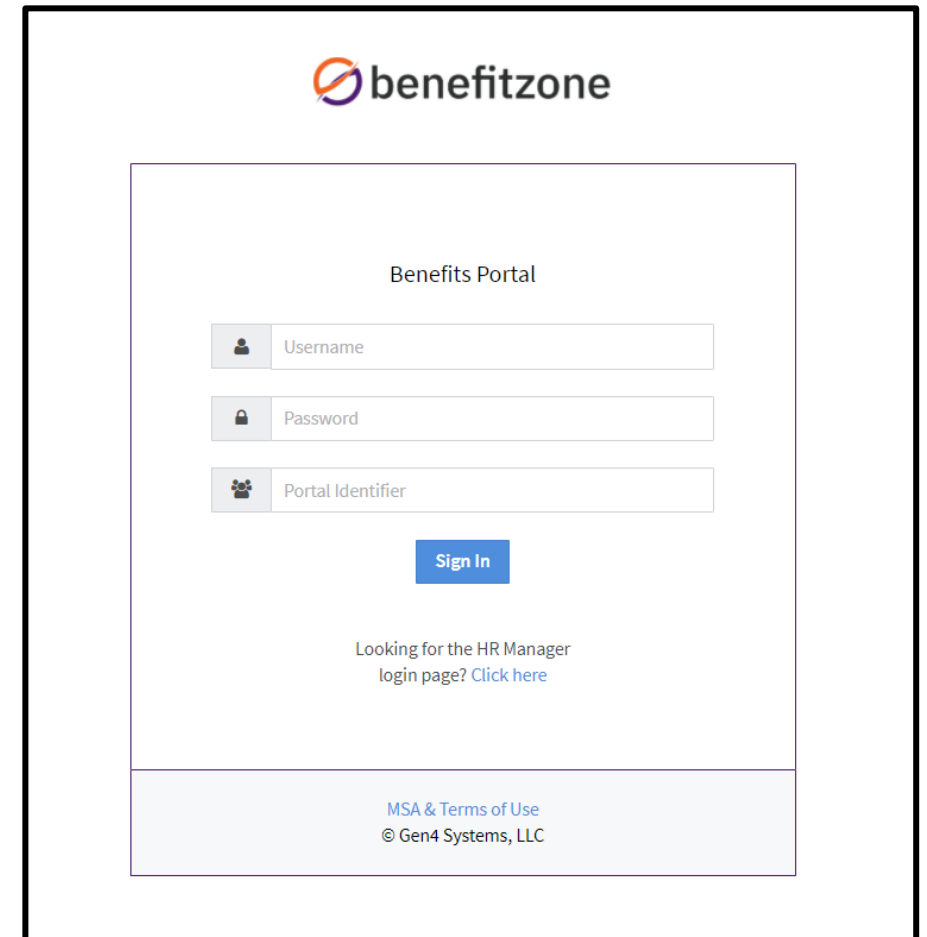
**BENEFIT ZONE LOG-IN FOR EMPLOYEES**

The portal identifier is "MyBCITeam" (not case sensitive)

**BENEFIT ZONE LOG-IN FOR HR USERS**

HOW TO ENROLL IN BENEFIT ZONE PRESENTATION

Use the login name (work email) and password from the email to log in to the enrollment system. The Portal Identifier is **MyBCITeam**. It is not case-sensitive.



The screenshot shows the login interface for the benefitzone system. At the top, the logo for benefitzone is displayed. Below the logo, the text "Benefits Portal" is centered. There are three input fields: "Username" with a person icon, "Password" with a lock icon, and "Portal Identifier" with a group of people icon. A blue "Sign In" button is positioned below the input fields. At the bottom of the form, there is a link: "Looking for the HR Manager login page? [Click here](#)". The footer of the page contains the text "MSA & Terms of Use" and "© Gen4 Systems, LLC".

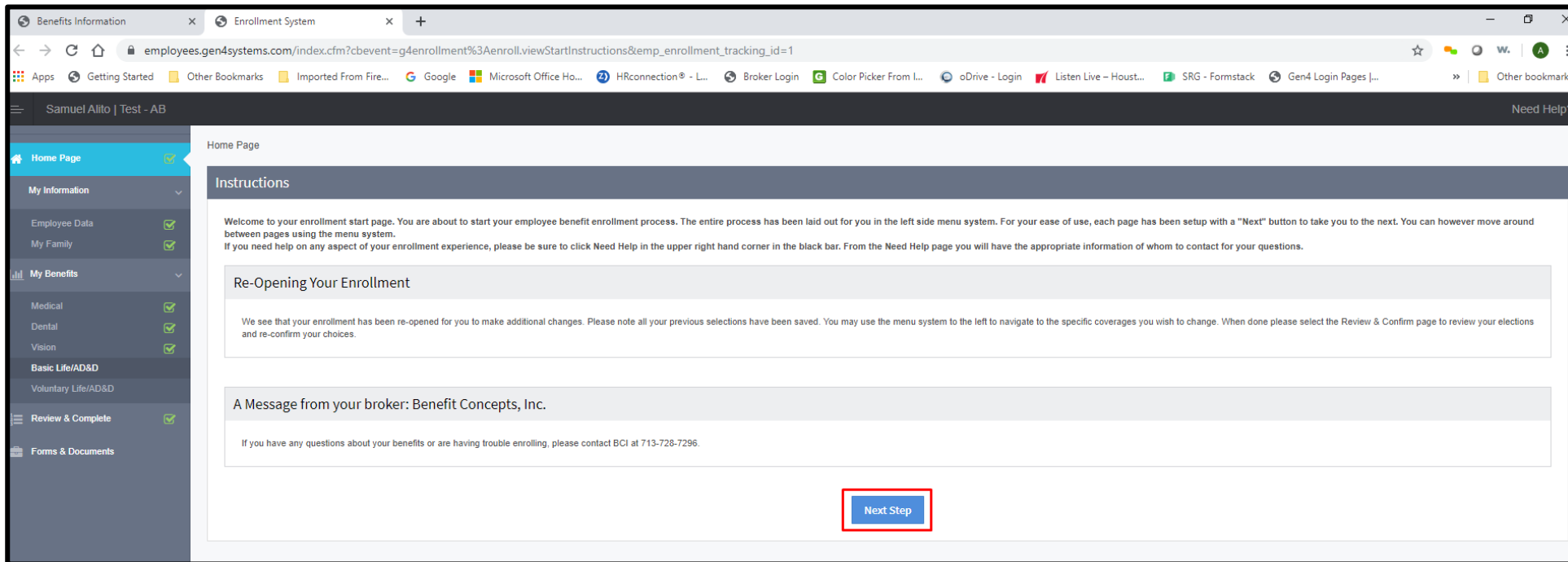
Once logged in to the Communications Portal, click on the “Open Enrollment” button to launch the enrollment system.

The screenshot shows the BCIEnroll! web portal. At the top left is the Snow Fox Designs logo. Below it is a banner image of hands typing on a laptop. The main content area is divided into several sections:

- Welcome to BCIEnroll!**: A dark header with a white background below it containing a welcome message: "This system is brought to you by your Account Management team at Benefit Concepts, Inc. The site is designed to be a resource where you can learn about, and enroll in, your employer-sponsored benefits. When you use this online system, you have 24/7 access to your compensation, dependent, and benefit election information. And the need for paper forms is eliminated!"
- New Enrollment Feature**: A dark header with a white background below it. It features the text "Enrollment Window" and "02/26 thru 12/31". Below this is a message: "It's time for your annual open enrollment. During the open enrollment period you can make new elections or change any of your employee benefits. To begin please use the button below." A blue button labeled "Open Enrollment" is highlighted with a red rectangular border.
- New Employee Profile Feature**: A dark header with a white background below it. It displays the name "Samuel Alito" and title "Associate". Below the name is a placeholder icon for a profile picture. At the bottom of this section is a navigation bar with icons for Profile, Benefits, Comp, Documents, and Time Off.
- Employee Agreements Feature**: A dark header with a white background below it. It contains a section titled "Ready To Complete" with a document icon and the text "Employee Handbook". Below this is a paragraph: "Attached is Test-AB's employee policies and procedures. All employees must sign and acknowledge receipt and acceptance of these policies as a condition of employment."

# The system will walk you through the steps to complete your elections:

- Confirm your personal information
- Confirm/edit/add/delete your dependent/beneficiary information
- Make an election for each line of coverage listed on the left side of the screen
- Confirm your elections



# Confirm Choices

- Once you have gone through all the steps, you will reach a confirmation page where you can review your elections (and make any changes) before you confirm your choices.

Review & Complete

Election saved successfully.

Instructions

The following page is for reviewing your select choices and making any needed changes. Once complete you can confirm your plan choices.

Enrollment Summary: Review & Confirm

Below is a full summary of all plans you have elected, dependents and beneficiaries as applicable, and all plans you have waived coverage for. Please review to ensure these are your preferred benefit elections. If anything is incorrect, please use the menu system to the left to fix the incorrect item. If you are unsure of any items, please select Need Help from the top right corner of your screen for additional resources. If all the items look correct, please click the Confirm My Choices button. If you have any enrollment forms that need to be completed they will be presented on the following page.

confirm these are my final enrollment choices and that changes to these may not be possible until the next enrollment period.

[Confirm My Choices](#)

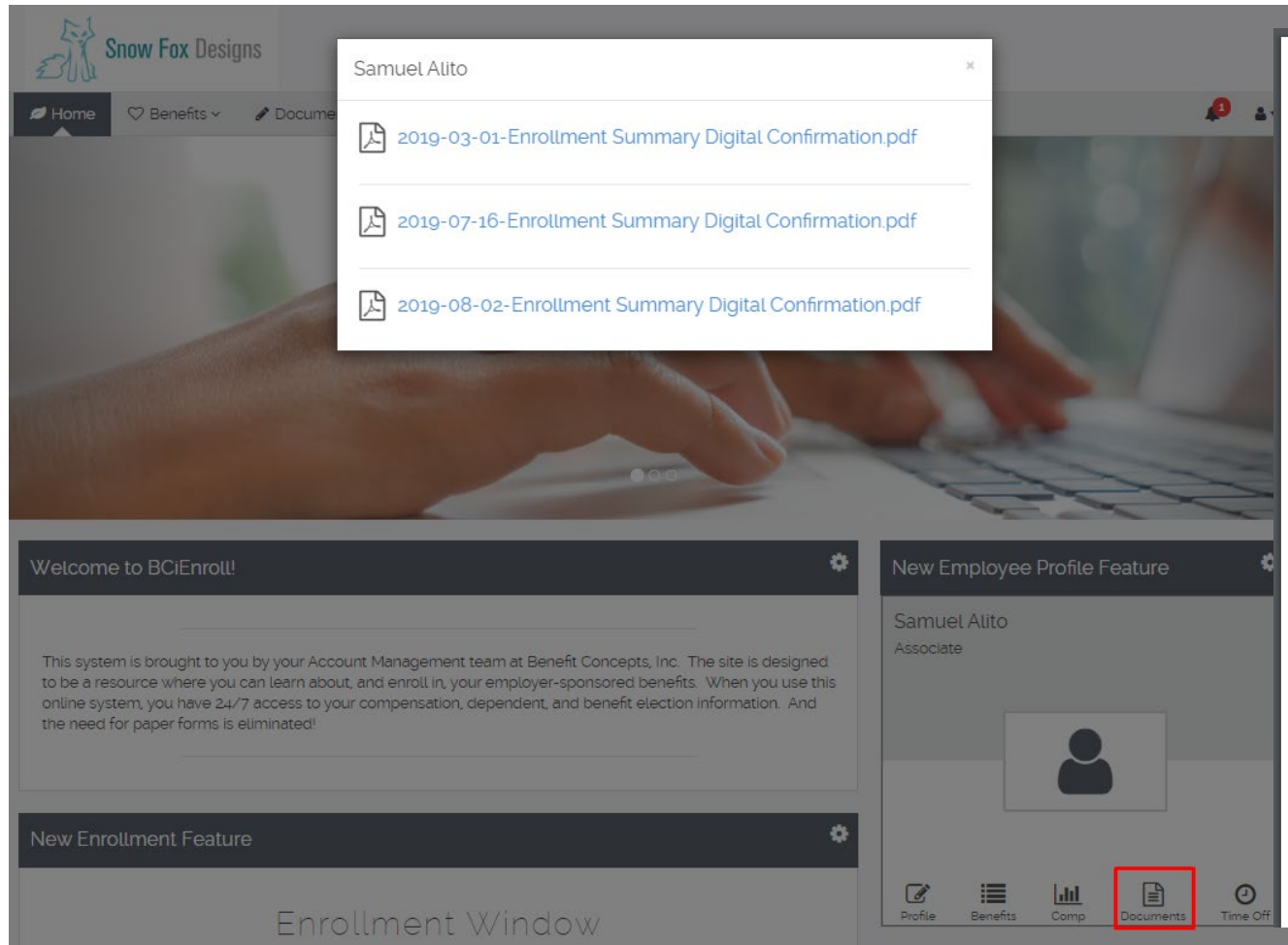
Benefit Summary [Print](#) [Email](#)

Plan Type	Carrier	Product	Elected Coverage	Employee Cost per Pay Period	Effective Date	Action
Medical	Blue Cross Blue Shield of Texas	BCBSTX Blue Choice PPO HDHP	Employee + Family	\$250.00	01/01/2019	
Dental	Principal Financial Group	Dental Plan	Employee + Spouse	\$12.58	01/01/2019	
Employee Life	Guardian	Group Life/AD&D Plan	\$16,250.00	\$0.00	01/01/2019	
				Total:	\$262.58	

- You have the option to print or email your confirmations to yourself

# Print Confirmation

- Once your elections have been confirmed, you can navigate back to the home page of the communications portal to print a confirmation of your elections.



### Digital Enrollment Summary and Confirmation

Group Name: Employee      Test - AB Samuel Alito      Date & Time: 03/01/2019 at 11:51AM EST      Enrollment Type: Open Enrollment

#### Benefits Summary

Plan Type	Carrier	Product	Elected Coverage	Employee Cost per Pay Period	Effective Date
Medical	Blue Cross Blue Shield of Texas	BCBSTX-Balance Blue Advantage HMO Network Traditional	Employee Only	\$0.00	01/01/2019
Dental	Guardian	Dental Plan	Employee + Spouse	\$12.97	01/01/2019
Employee Life	Guardian	Group Life/AD&D Plan	\$25,000.00	\$0.00	01/01/2019
Long-Term Disability	Guardian	Long-Term Disability	\$2,500.00	\$0.00	01/01/2019
Employee Life (Voluntary)	Principal Financial Group	Voluntary Life/AD&D	\$150,000.00	\$13.50	01/01/2019

#### Covered Dependents and Beneficiaries

Plan Type	Carrier	Product	Dependents/Beneficiaries
Medical	Blue Cross Blue Shield of Texas	BCBSTX-Balance Blue Advantage HMO Network Traditional	Samuel Alito
Dental	Guardian	Dental Plan	Spouse Spouse Samuel Alito
Employee Life	Guardian	Group Life/AD&D Plan	Primary: Spouse Spouse (100.00%)
Employee Life (Voluntary)	Principal Financial Group	Voluntary Life/AD&D	Primary: Spouse Spouse (100.00%)

#### Waived Benefits

Plan Type:

There are no Waived Benefits.

#### Digital Signature

**Digital Agreement**

This represents a digital confirmation of enrollment for Samuel Alito, completed and agreed to by Twilight Sparkle on 03/01/2019 at 11:51AM EST.