



North Central States Regional Council of Carpenters (NCSRCC) is also pleased to offer new benefits from MetLife that are available exclusively to members, including: life insurance up to \$200,000 without a Statement of Health or underwriting approval, critical illness insurance, accident, hospital indemnity, and professional legal help with MetLife Legal Plans.

As a new NCSRCC member, enrollment for these supplemental benefits is available to you within 30 days of your initiation. To enroll, please follow the instructions listed below. Online enrollment is available at:

<https://boonchapman.benselect.com/ncsrcc>

Online enrollment with BenSelect is simple, secure and can be done in a few minutes from any computer with internet access. After enrolling online, you will have access to your benefit information 24 hours a day, from any computer.

What you need to get started...

During the enrollment process you will be asked to provide some basic information that you should have available.

- Your member ID Number
- Your dependent's social security numbers and birth dates

User Name and PIN/Password

Initially your login and PIN/password are defaulted to a standard format. Upon completing your first login you will be prompted to change your password. Let's walk through a sample login.

Your **login** is your **Member ID Number**. The **initial PIN/password** for the system is **the last four numbers of your Member ID number plus the full birth year**.

Example:

Member Name: Matt Sample

Member ID Number: 123456

Birth Year: 1989

Member ID: 123456

PIN: 34561989

1. Welcome Page

After your initial login, the system will take you to the WELCOME PAGE. From this screen, you should follow the navigation using the **Next** buttons. The Your Benefit Options box includes the benefit enrollments screens that will appear during the enrollment process.

The screenshot shows the DONLEN website interface. At the top left is the DONLEN logo. To the right are icons for GTS Health and a document icon. Below the logo is a navigation bar with links: Home, You & Your Family, My Benefits, and Sign & Submit. A 'Next' button is in the top right corner of the navigation bar. The main content area is titled 'Welcome to Your Benefit Enrollment for Plan Year 2021-2022'. It contains introductory text about benefit requirements and enrollment steps. A list of steps is provided: 1. First, review and contact HR to update personal information about you or your covered dependents. 2. Review each of your benefit elections and make your choices. 3. Sign the Enrollment Confirmation form to complete your enrollment. Below the list, it says 'Click Next to begin.' On the right side, there is a green box titled 'Your Benefit Options' with a checkmark icon. It lists various benefit options as links: Medical, Flexible Spending Account, Dependent Care FSA, Dental, Vision, Basic Life and AD&D, Voluntary Employee Life, Voluntary Employee AD&D, Voluntary Spouse Life, Voluntary Spouse AD&D, Voluntary Child Life, Voluntary Child AD&D, Short Term Disability, Short Term Disability Buy-Up, Long Term Disability, Accident, Critical Illness, Legal Plan, and Identity Protection. At the bottom of the page, there is a prompt: 'Press Next to review personal information and begin enrollment.' and a 'Next' button.

2. Personal Information

The system will now take you to the PERSONAL INFORMATION section:

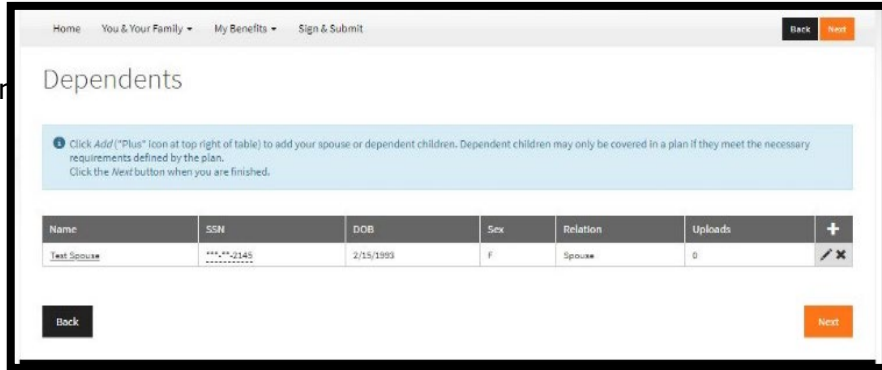
- Make any changes to Personal Info, such as Address, Phone Number, or Email.

When you are finished, click **Next** to save and move to the next screen

3. Dependents

Next, the system will take you to the DEPENDENT Section. On this screen, you can add any dependents if they are not listed.

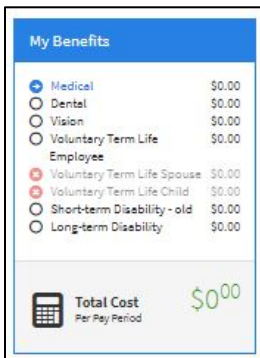
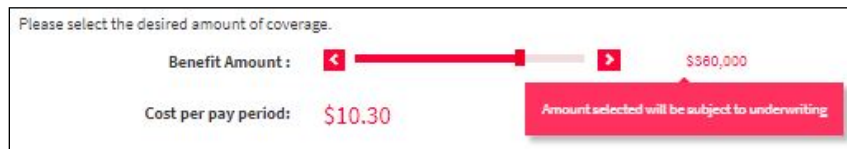
- To add a dependent, click on the + sign to open the Add Dependent Screen
- Complete the required fields.
- Note: the address will auto-populate to the Member's address.
- Click Save when complete.



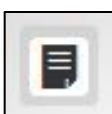
4. Enrolling in Benefits

The system will now start to navigate through the benefit election screens, in the order in which they appear on the Welcome Screen. Apply or Decline the benefits on each screen, selecting the coverage tier that you wish to apply for within that benefit.

- Some screens may have a slider bar to allow you to choose a benefit level.
- NOTE: This slider-bar will turn RED when you select an amount above the Guaranteed Issue Amount, and the Amount Selected will be subject to underwriting.
- Beneficiary information may be required for some plans.



The My Benefits box will update as you navigate through each benefit. Green checks indicate benefits that you have enrolled in. Red checks indicate benefits that you declined.



If at any time you wish to access additional resources provided by your employer click this icon in the upper right hand corner of the screen to access the Forms Library.

Completing your ACH/Billing Account

On the Administration Fee page, you will select "Click to Set Up Payment" button which will take you to a new window where you will create an account with GIS Benefits. Once you have created an account, you will then be asked to provide your banking information (checking or credit) for a monthly debit to be taken from the account indicated. If you do not complete this, payment cannot be collected and benefits will be canceled.

My Benefits	
Basic Life and AD&D	\$0.00
Supplemental Life	\$20.00
Supplemental Cancer	\$0.00
Supplemental Child Life	\$0.00
Long Term Disability	\$0.00
Disability	\$1.00
Capital Intensity	\$5.12
Disability Waiver	\$3.00
Health Care Plan	\$10.75
Administration Fee	\$0.00
Total Cost	\$79.87

Username*

Email*

First Name*

Last Name*

Birth Date*
01/01/1980

Mobile*

Password*

Must be between 8-16 characters including a number, an uppercase letter, a lowercase letter, and a special character.

Confirm Password*

Create Account

Add Pay Method

Payment Type

Bank Account

Credit / Debit Card

Card Nickname

Full Name

Card Type

Expiration Date

Card Number

CVV

POLICY & TERMS Log out SAVE

Completing Your Enrollment

Once you have gone through enrollment for each plan available, the system will take you to the Sign and Submit page. This screen will show you a summary of the information you entered and the benefit elections you made. At this time, if you want to make any changes, click on the underlined benefit to navigate back to that benefit screen.

- To complete the enrollment process, click *next*.
- Review/Sign Forms that open next – using your login password as the signature PIN.
- If you need to log off before completing enrollment, any data you entered will be saved.
- Enrollment is completed when you see the **CONGRATULATIONS!** On the Sign/Submit Complete screen.
- **Always make sure to *logout* upon completion.**