

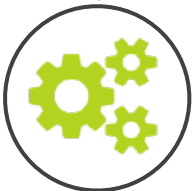


How to Enroll in BerniePortal



How do I login?

1. A BerniePortal account has been created for you!
2. You will login at app.bernieportal.com/en/employercode/login with the following credentials:
 - a. **A 2 Digit Code:** This will be the 2 digits of your birth month.
 - E.g.: If you were born in June this would be "06"
 - b. **4 Digit Code:** This will be the last 4 digits of your SSN.
 - c. **Employer Code:** 2dc7b5



What do I do next?

1. Verify your information on the Personal Information screen when you login.
2. Enroll in benefits.
 - a. List your spouse and dependents (if applicable).
 - b. Exact SSNs must be provided for your spouse and dependents (if applicable)
 - c. Elect or waive each coverage: health, dental, & vision.
 - d. Confirm your elections, sign with your mouse & select "I Agree."
3. You're finished! You can login to your BerniePortal account anytime to view your elections.



3 Tips for electing benefits

1. Use the sidebar on the left to navigate among the benefit types.
2. Use the cart on the right to budget your elections.
3. Use the sidebar on the left if you need to review/adjust your elections.



Forgot your password?

1. Go to www.bernieportal.com
2. Click Login
3. Click Forgot Password
4. Type in email address
5. Submit