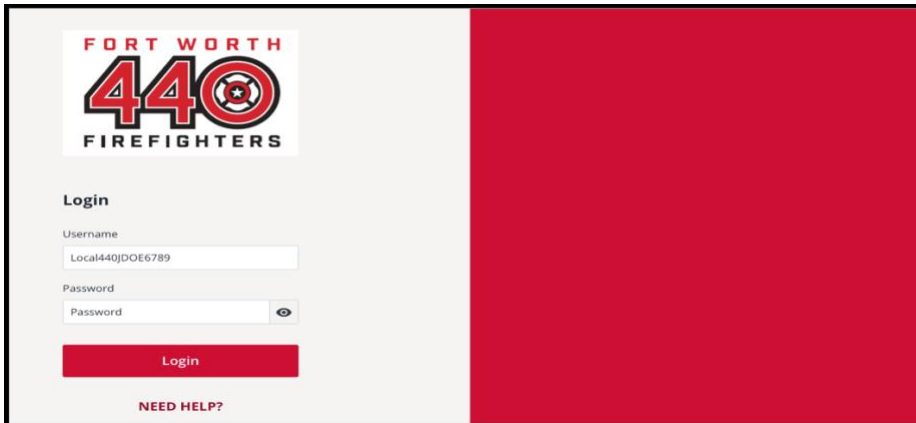


Welcome to your **Local440 2023 Open Enrollment** instruction guide on the new Maestro Health enrollment platform, powered by PlanSource. The below information will help you navigate through your enrollment experience.

To enroll in benefits, go to: <https://benefits.plansource.com/?Local440>

Login Page

Enter your username and password.



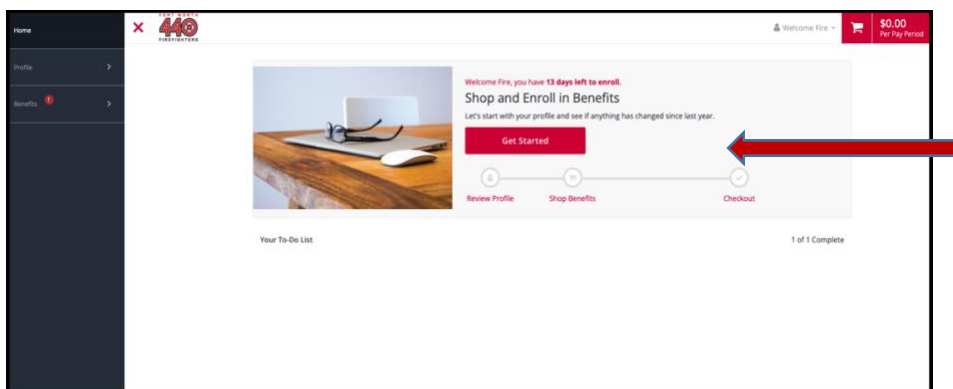
Username: Your username is Local440 (plus the combination of first initial, the first 3 letters of your last name, and the last 4 numbers of your SSN).

For example, if your name is Jane Doe, and the last four digits of your SSN are 6789, your username would be **Local440JDOE6789**

Password: Your initial password is: **Welcome1**

The first time you log in, you will be prompted to change your password

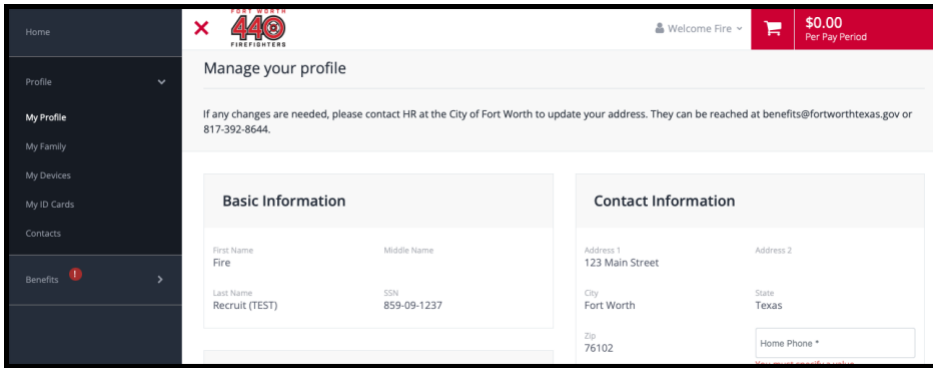
Once you have logged in, you will be directed to your **Homepage**



Homepage

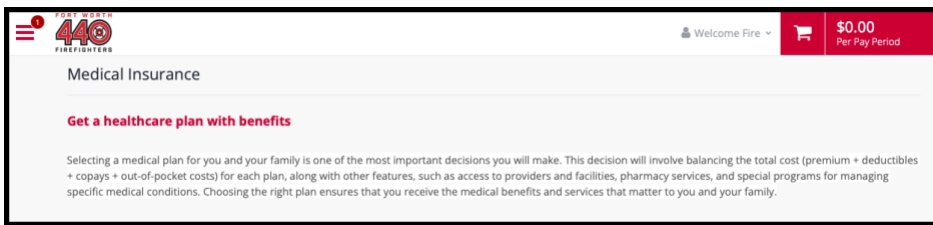
On the Homepage, click "Get Started" to begin.

Enroll in Benefits



Profile

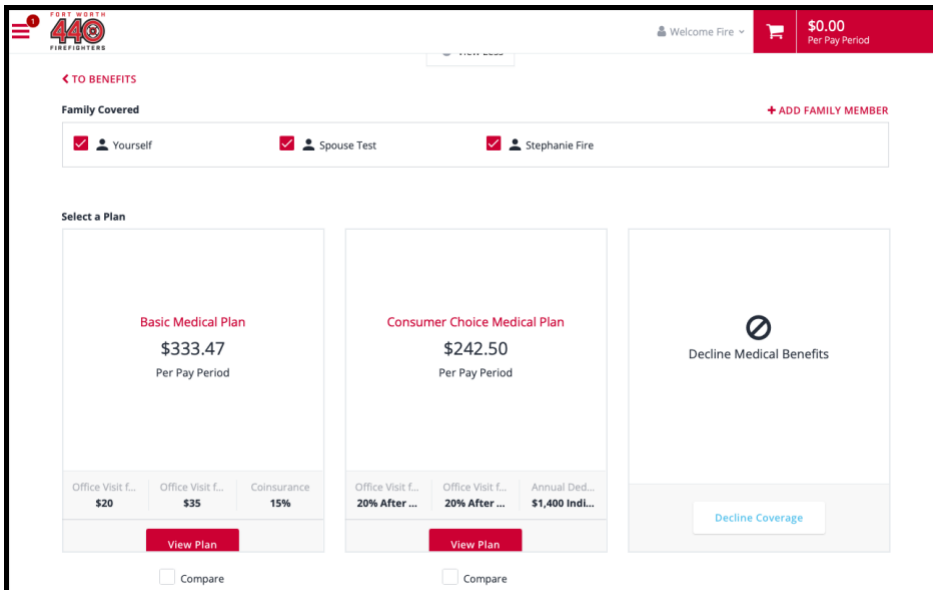
First, you'll be asked to review and update your profile and ensure that all information listed about yourself and your family



Shop for Benefits

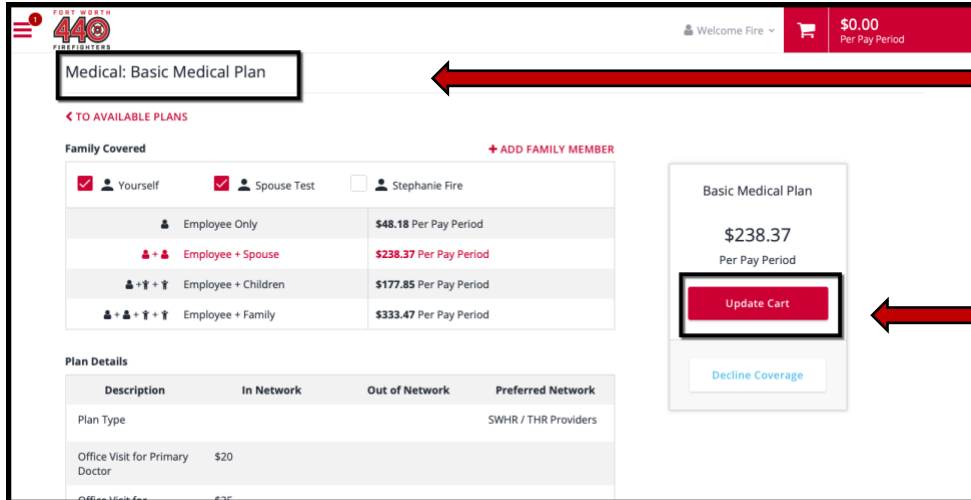
You can then begin shopping for benefits!

Educational material about the specific plan type is available at the top of the page.



Plan Overview

Plan choices are displayed on "cards," which provide a brief summary of what is included in the plan. Click a card to get more detail.



Medical: Basic Medical Plan

TO AVAILABLE PLANS

Family Covered

ADD FAMILY MEMBER

Employee Only \$48.18 Per Pay Period

Employee + Spouse \$238.37 Per Pay Period

Employee + Children \$177.85 Per Pay Period

Employee + Family \$333.47 Per Pay Period

Plan Details

Description	In Network	Out of Network	Preferred Network
Plan Type			SWHR / THR Providers
Office Visit for Primary Doctor	\$20		
Office Visit for Specialist	\$75		

Basic Medical Plan

\$238.37 Per Pay Period

Update Cart

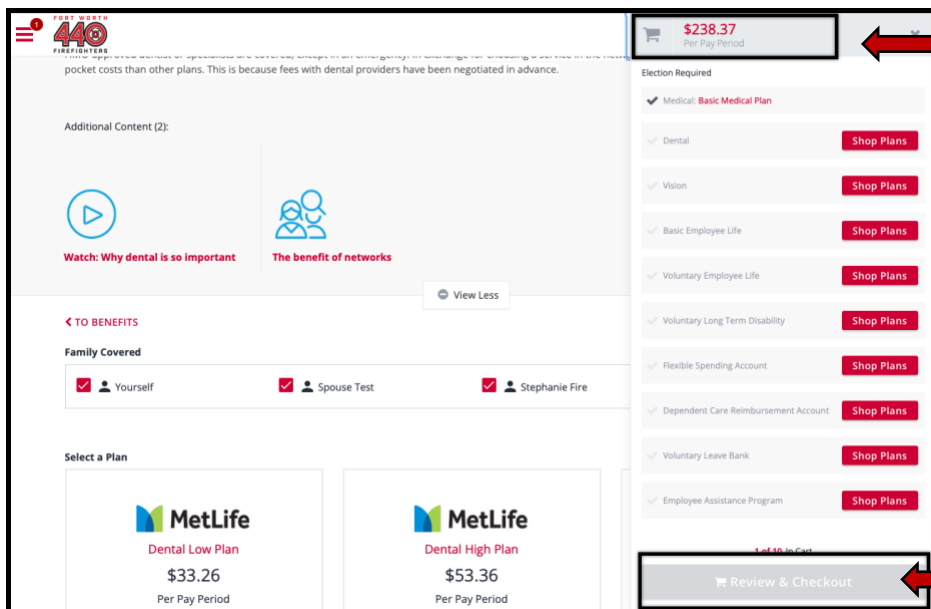
Decline Coverage

Plan Details

The plan detail page will give you information about each plan, including deductible, cost per pay period and projected costs.

Select Plan

To select a plan, review and select the family members that you would like to be covered on the plan. Click "Update Cart" to choose the plan.



Additional Content (2):

Watch: Why dental is so important

The benefit of networks

View Less

TO BENEFITS

Family Covered

Employee Only \$48.18 Per Pay Period

Employee + Spouse \$238.37 Per Pay Period

Employee + Children \$177.85 Per Pay Period

Employee + Family \$333.47 Per Pay Period

Select a Plan

MetLife Dental Low Plan \$33.26 Per Pay Period

MetLife Dental High Plan \$53.36 Per Pay Period

Election Required

Medical: Basic Medical Plan

Dental Shop Plans

Vision Shop Plans

Basic Employee Life Shop Plans

Voluntary Employee Life Shop Plans

Voluntary Long Term Disability Shop Plans

Flexible Spending Account Shop Plans

Dependent Care Reimbursement Account Shop Plans

Voluntary Leave Bank Shop Plans

Employee Assistance Program Shop Plans

Review & Checkout

Shopping Cart

The shopping cart displays a running total of your combined benefits costs and shows your progress. You will need to select or decline a plan in each benefit type before you can check out.

Checkout

To finalize your choices, click "Review and Checkout." You must complete the checkout process in order to be enrolled in benefits.

Confirmation Statement

After you have completed your enrollment and checked out you will have the option to download or have your Confirmation Statement emailed to the email address on record.