



Employee Guide to BenXcel®

Quick answers to the Diocese of Sacramento employees' benefit questions



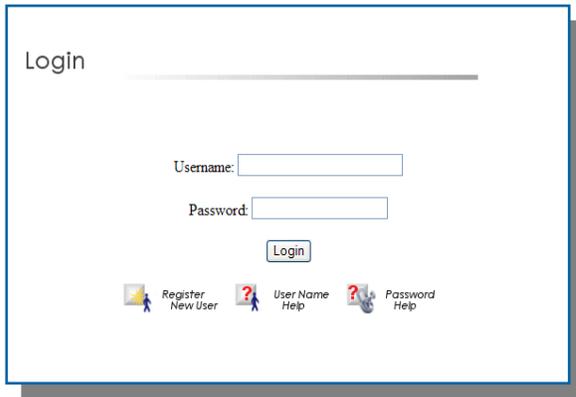
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NAVIGATING THROUGH THE BENXCEL WEBSITE

Creating a New BenXcel User Account

① LOGIN

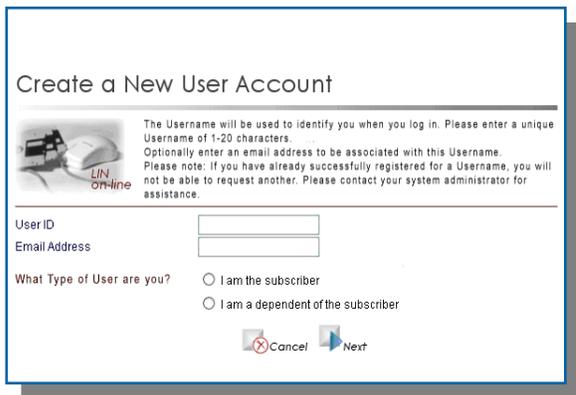
- Log onto <https://www.benxcel.com/dos.htm>
- Click “Register New User” on Login screen



The screenshot shows the BenXcel Login page. At the top, the word "Login" is displayed. Below it, there are two input fields: "Username:" and "Password:". A "Login" button is positioned below the password field. At the bottom of the page, there are three links: "Register New User" (with a person icon), "User Name Help" (with a question mark icon), and "Password Help" (with a question mark icon).

② CREATE AN ACCOUNT

- Enter a unique User ID of 1-20 characters
- Enter a valid email address to be associated with the chosen ID
- Choose whether you are the insurance subscriber or a dependent of the subscriber
- Click “Next”



The screenshot shows the "Create a New User Account" page. It features a "LIN On-line" logo on the left. The main text reads: "The Username will be used to identify you when you log in. Please enter a unique Username of 1-20 characters. Optionally enter an email address to be associated with this Username. Please note: If you have already successfully registered for a Username, you will not be able to request another. Please contact your system administrator for assistance." Below this text are two input fields: "User ID" and "Email Address". Underneath, there are two radio button options: "I am the subscriber" and "I am a dependent of the subscriber". At the bottom, there are two buttons: "Cancel" and "Next".

③ VERIFY YOUR IDENTITY

- Select your preferred ID type, either “Participant ID” or “SSN”
- Based on your selection, enter either your:
 - Participant ID,
 - SSN without spaces or hyphens
- Enter your last name in ALL CAPITAL LETTERS
- Enter your Zip Code
- Enter your date of birth in mm/dd/yyyy format
- Click “Next”

Verify Your Identity

Please enter the following information to verify LIN account.



ID Type Participant ID SSN

Participant ID

Participant Last Name

Participant Zip Code

Participant Date of Birth / /
mm/dd/yyyy

④ ESTABLISH YOUR PASSWORD

- Create a password and verify your choice in the next box
- Password hint might be your mother’s birth date or your dog’s name, etc.
- Click “Submit” and you will be taken to the Enrollment section

Establish your Password

Please enter and confirm a password of 1-20 characters.



Enter Password

Verify Password

Password Hint (max 30 chars)

[Diocese of Sacramento Home Page](#)

The Diocese of Sacramento's BenXcel home page is an attractive and intuitive website that gives employees easy access to benefit information, health news and decision support tools.

The screenshot shows the BenXcel website interface. At the top, there are logos for BenXcel, Norton Secured (powered by VeriSign), GFBB BENEFITS, and the Diocese of Sacramento. A navigation sidebar on the left includes links for Home, Account Manager, Benefits at a Glance, Enrollment, and Logout. The main content area features a welcome message, a 'I'm Here To...' section with a list of actions: View a Life Event, Make a Benefits Decision, Review Plan Costs, and Watch Videos about my Benefits. Below this are three featured sections: 'Monthly Health Reform Updates' with a 'New Health Insurance Summary' article, 'New to the portal? Need a tip?' with a 'view help' link, and 'Free Medzio Health Navigator App' with a 'view app' link. The footer contains a disclaimer, privacy notice, and legal notice, along with a copyright notice for Genex and GFBB.

BENEFITS

The *Benefits* feature can provide overall information, plan summaries and side-by-side comparisons.

RESOURCES

This section provides links to key articles and calculators that can guide benefit decisions. It also includes a Document Library that contains details on all of your benefit plans, including summary plan information and insurance carrier forms.

COMPANY INFORMATION

Here you will find forms, policy handbooks, event calendars and other items posted by Human Resources.

LIFE EVENTS

Are you uncertain of how an upcoming marriage, new child or other significant life event will affect your benefit package? This section can answer all of your questions and guide you through the steps you should take.

HEALTH NEWS

Articles in the *Health News* section will keep you informed on the latest health and wellness developments.

[BenXcel Tools](#)

The following information will help you access your personal benefit plan information on BenXcel.



[Home](#)

ACCOUNT MANAGER

Use this section to change your password and update your email address.

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[Home](#)

■ [Account Manager](#)

- [Password/Hint e-mail](#)
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Account Manager



Use the Account Manager features to change your password or password hint, maintain your e-mail address, and choose whether to view EOBs in the Explanation of Benefits Option*.

To get started, select the feature that you want to use from the left frame of options.

*The Explanation of Benefits Option is not available to some users.

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Change Password and Password Hint



To change your password, first enter your current password, then enter and verify your new password. A valid password contains 0-20 characters. Note: All password entries are hidden by ***** as you type.

User ID: 612245029

Current Password:

New Password:

Verify Password:

Provide a Password Hint containing no more than 30 characters. In the event that you forget your password, we can e-mail the hint to you to help you remember.

Password Hint:

 Submit

BENEFITS AT A GLANCE

Access an online snapshot of employee benefit elections, including dependents enrolled, beneficiaries, costs, etc. This complete record of enrollment is available 24/7 and can be printed for your records if needed.

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Benefits at a Glance



The following shows your coverages as of 07/29/2011. You may be able to update/change certain selections based on the parameters of your Benefit Plan. For further information, consult your Benefits Handbook and direct any questions to your Human Resources Department.

Personal Information

Participant:	JERRY CONNER	Participant ID:	612-24-5029
Address:	10 ANY ST ANY PLACE, CA 95566		
e-mail:			
Date of Birth:	10/10/1972	Gender:	Male
Marital Status:	MARRIED		

Dependents

SSN	Last	First	MI	Sex	Birthdate (mm/dd/yyyy)	Relationship	Student?
777-88-1212	CONNER	MARY		F	06/05/1955	Spouse	N

Health Benefits

Benefit	Plan	Enrollment Level	Employer Paid Premium (\$)	Employee Contribution (estimated pre-tax \$)	Payroll Deduction
Medical	Kaiser	PARTICIPANT+SPOUSE	1055.00	170.00	170.00
Dependents Covered under this plan					
	Name	SSN	Relation		
	MARY CONNER	777-88-1212	Spouse		
Prescription	Caremark RX	PARTICIPANT+SPOUSE			
Dependents Covered under this plan					
	Name	SSN	Relation		
	MARY CONNER	777-88-1212	Spouse		

Life Insurance Plans

Benefit	Plan	Enrollment Level	Volume	Employer Paid Premium (\$)	Employee Contribution (estimated post-tax \$)	Payroll Deduction
Participant Life	Assurant Employee Benefits	PARTICIPANT ONLY	35000	8.75		
Beneficiaries						
	Type	Name	Relation	Share %		
	Primary	MARY CONNER	SPOUSE	100.00		

ENROLLMENT

Use the Enrollment section to make changes to benefit elections, record important changes in family status, or update personal information. When you click on “Enrollment,” you will be taken to the Welcome screen where you will need to select the enrollment management option that matches what you want to do:

- **Open Enrollment:** Use this function during your annual enrollment period

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Welcome

Welcome to The Diocese of Sacramento's On-Line Enrollment Solution, BenXcel.

Please use this tool to make changes to your benefits and contact Human Resources if you have any questions or problems.

- New Enrollment (01/01/2004 to 99/99/9999)
- Open Enrollment (01/01/2007 to 99/99/9999)
- Re-Hire Enrollment (01/01/2004 to 99/99/9999)
- Add a Dependent(s) (01/01/2004 to 99/99/9999)
- Job Change (01/01/2004 to 99/99/9999)
- Loss of Coverage (01/01/2004 to 99/99/9999)
- Marital Status Chg (01/01/2004 to 99/99/9999)
- On-Line Update (01/01/2004 to 99/99/9999)

Enrollment Summary Next

*Please note that changes to benefit plans outside of Open Enrollment can only be made when a life event occurs (e.g., birth, adoption, marriage, divorce, death, loss of coverage). No change you make will go into effect until you have provided the Benefits Division with documentary evidence substantiating your change.

Enrollment List

Personal Information

Please Note: This on-line enrollment process will lead you through a series of screens that display personal, dependent and benefit information. Review the information on each screen. Enroll in the benefits that make sense for you and your family and complete the appropriate forms.

Participants ID: 612-24-5029

Participants Name: JERRY CONNER

Address: 10 ANY ST

Address Line 2: ANY PLACE

City: ANY PLACE State/Province: CALIFORNIA

Zipcode/Postal Code: 66666

Date of Birth: 10/10/1972 Gender: Female Male

Marital Status: MARRIED

If we can contact you via e-mail, please supply the participants complete e-mail address: _____

Do you have any dependents (including your spouse) that are, or will be, enrolled in your employer's group benefit plan?: Yes No

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