

Benefits Connect Quick Start Guide

For Employees

Welcome to the Benefits Plan of the Presbyterian Church (U.S.A.)! To elect benefits, you must register and log on to Benefits Connect; just follow these instructions.

Get Ready

Before you begin, gather any information you will need. For instance, if enrolling any family members, you will need each person's Social Security number and birth date. You will also need to upload supporting documentation for these family members (such as a marriage license or birth certificate) after making your elections, so have these documents handy electronically.

Get Set

The next step is to register for Benefits Connect:

- Go to pensions.org; click **Log On** at the top of the screen next to the Benefits Connect logo (or go directly to pensions.org/benefitsconnect).
- Select **I am a new user** on the Benefits Connect logon page.
- Create User Profile Step 1: select **I am a member**.
- Create User Profile Step 2: enter your Social Security number, last name, birth date, and ZIP code, then read and accept the terms and conditions.
- Create User Profile Step 3: enter a User ID and password (click on the blue question marks for setup tips).

Other Resources

You can find more benefits information by selecting **Booklets & Publications** or **Benefits Overviews** on pensions.org under **Available Resources**.

Go

Using the User ID and password you created, log onto Benefits Connect to elect your benefits. Use the **Next** button at the bottom of each page, consider your benefits options and costs, and make your elections.

You can find additional information for each benefit under **Resources** on most Benefits Connect pages.

When you have reviewed and submitted your elections, print the confirmation page for your records.

It's important to know that the benefits you elect now will be in place for the entire year unless you have a qualifying life event during the year (such as getting married or divorced, or the birth or adoption of a child).