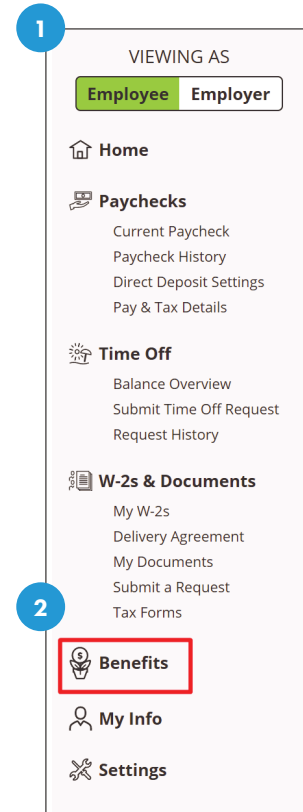


Benefits Feature Overview

Here's How to Get Started.

1. Visit mfc.frankcrum.com to log in.
2. From the Employee Dashboard, select **Benefits** from the left navigation menu.
3. This will open the **Benefits portal** in a new browser tab. From the main screen, you can view your current elections and a list of available actions.
4. Click Into the **Enrollment Banner**.
 - Once you've clicked "Benefits" from MyFrankCrum, you'll land on your bswift homepage. Look for the enrollment banner, situated directly above your navigation bar.
 - Look for the "Start Your Enrollment" button to begin enrolling in your benefits.



Note: This banner will also display your enrollment status and the deadline your enrollment will need to be completed by.

5. Verify Your Information.

- Your first task will be to verify your information by clicking the checkbox, “I agree”. Then click “Continue”.

Note: If there are any corrections that need to be made, they must be done through your employee portal in MyFrankCrum, under “My Info.” Allow 24 hours for any updates to your demographic and address to feed over to your benefits portal.

Employee Information

Tell me about yourself.

Please verify your personal information is correct. If you need to make any corrections, navigate to My Info on the employee portal to update. If you have any questions, reach out to benefits@frankcrum.com or call 1-800-393-0313 option 8.

Demographics

Prefix
 First Name: Daniel
 Middle Initial
 Last Name: Alert
 Social Security Number: 123-99-0064
 Date of Birth: 1/1/1980
 Gender: Male

Address

ADDRESS INFORMATION

Address 1: 795 Skymark Drive
 Address 2
 City: Jacksonville
 State: FL - Florida
 Zip: 32259
 Home Phone
 Cell Phone
 Home Email: Daniel@test.com
 Work Email: Daniel@test.com
 Preferred Email: Home Email Work Email None

I verify the above information is correct.
 I agree

1 Your Info
 2 Employee Information
 Family Info
 3 Your Benefits
 4 Enroll
 Complete
 Continue

5

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6. Verify Your Family’s Information.

- Add and/or verify your dependents’ information.
 - To add a dependent, click the “Add Dependent” icon.
 - To verify an existing dependent, click “Edit” on the dependent’s record.
- Keep in mind that any fields with a * are required fields. You will need to complete these fields in order to move on to the next step of the enrollment!
- Once you have added or verified that the information is correct. Click “I agree” and then “Continue.”

Family Information

Tell me about your family.

Please verify your family information is correct. If you have any questions or corrections to make, navigate to My Info on the employee portal to update. If you have any questions, reach out to benefits@frankcrum.com or call 1-800-393-0313 option 8.

Daniel Alert Male Employee 44 years old (1/1/1980) SSN: 123-99-0064 Edit >	Hank Alert Male Spouse 43 years old (2/1/1982) SSN: 123-99-0065 Edit >	Harper Alert Female Child 7 years old (1/1/2015) SSN: 123-99-0066 Edit >	Winnie Alert Female Child 6 years old (1/1/2016) SSN: 123-99-0067 Edit >
---	---	---	---

Add Dependents

I verify the above information is correct.
 I agree

1 Your Info
 2 Employee Information
 Family Info
 3 Your Benefits
 4 Enroll
 Complete
 Continue

6

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7. Enroll!

- When you arrive on your benefits enrollment page, you may notice that some benefit tiles are **GREEN** and some are **GRAY**.
 - **GREEN** tiles represent: benefits that you've already enrolled in OR benefits you are automatically enrolled in by your employer. Unless you are changing your coverage, no action is required, but reviewing your benefits is always a good idea.
 - Benefits in **GRAY** are required enrollment items. You must review to elect or waive; no action means no coverage!

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Help Exit Enrollment

New Hire Enrollment

Let's get you signed up for your benefits!

Benefit FAQs
Select a question about benefits

VOICEOVER AUDIO

Welcome to your benefits enrollment! Please review each of your benefit offerings below and enroll or waive coverage. If you have any questions or would like assistance with your enrollment, reach out to benefits@frankcrum.com or call 1-800-393-0815 Option 8.

- 1 Your Info
- 2 Your Benefits
- 3 Enroll
- 4 Complete

Medical \$488.90
Your Cost per month

PLAN OA MC 1,000/80% / Aetna / [View plan details](#)

COVERAGE Employee

Daniel Alert	Employee	<input checked="" type="checkbox"/> Cover
Hank Alert	Spouse	<input checked="" type="checkbox"/> Waive
Harper Alert	Child	<input checked="" type="checkbox"/> Waive
Winnie Alert	Child	<input checked="" type="checkbox"/> Waive

Completed 7

Health Savings Account WAIVED

You have waived this benefit.

Completed

Employee Cost per month **\$488.90**

Finished selecting benefits? Click the button below to continue.

8. Beneficiaries Checkpoint

- A beneficiary is a person or an organization that is designated to receive any benefits that may be due from insurance carriers after death. Some plans will only ask for one beneficiary, but some may ask you to choose a primary and a secondary (or contingent) beneficiary. If the primary beneficiary is unable to serve as your beneficiary, the secondary beneficiary will become the recipient. For this reason, you should not designate the same person as both a primary and a secondary beneficiary.
- You are usually required to designate a primary beneficiary or beneficiaries. Follow your employer's instructions to learn what beneficiary information they need for each benefit listed in this section.

Note: Similarly to adding dependents to plans, you will be prompted to select from the list of your dependents to add individuals as beneficiaries. You may also add beneficiaries, if you wish to include individuals who are not already listed.

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Help Exit Enrollment

New Hire Enrollment

Let's get you signed up for your benefits!

Benefit FAQs
Select a question about benefits

VOICEOVER AUDIO

Basic Life & AD&D (Included with Aetna)
Please choose your beneficiaries

Primary Beneficiaries (required)
The entities listed here are eligible to be named as your beneficiaries. They are not beneficiaries until you assign either a primary or secondary percentage to them. To add additional beneficiaries, click on the Add Beneficiary button.

! There are no beneficiaries added to this plan. If this was made in error, click on "Add Beneficiary" button below.

Employee Cost per month: **\$488.90**

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Basic Life & AD&D (Included with Aetna)

Add Beneficiary for Basic Life & AD&D (Included with Aetna)

Add a beneficiary to this plan from your dependents or other beneficiaries on file, or add a new beneficiary.

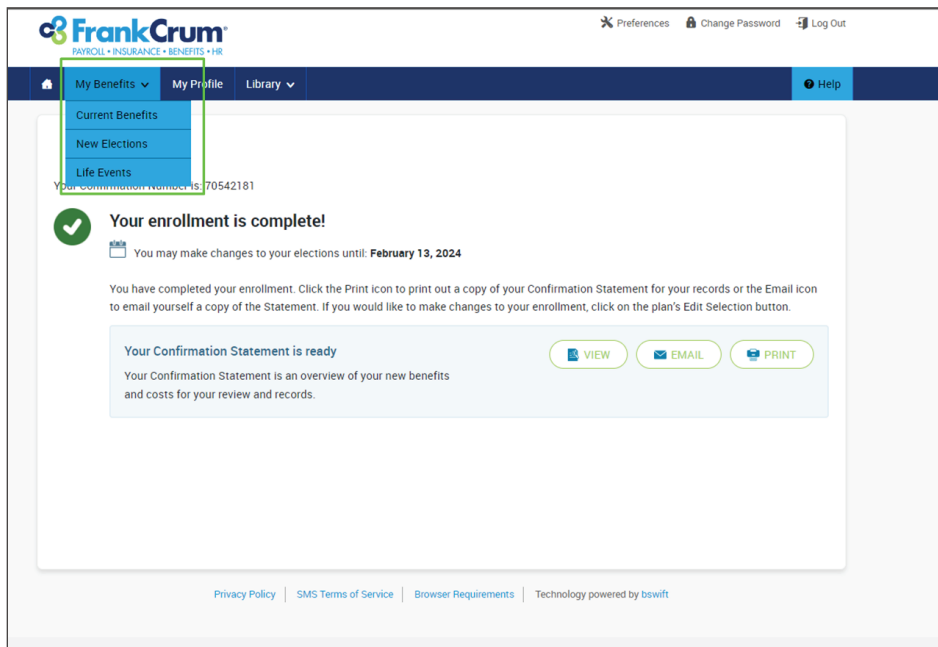
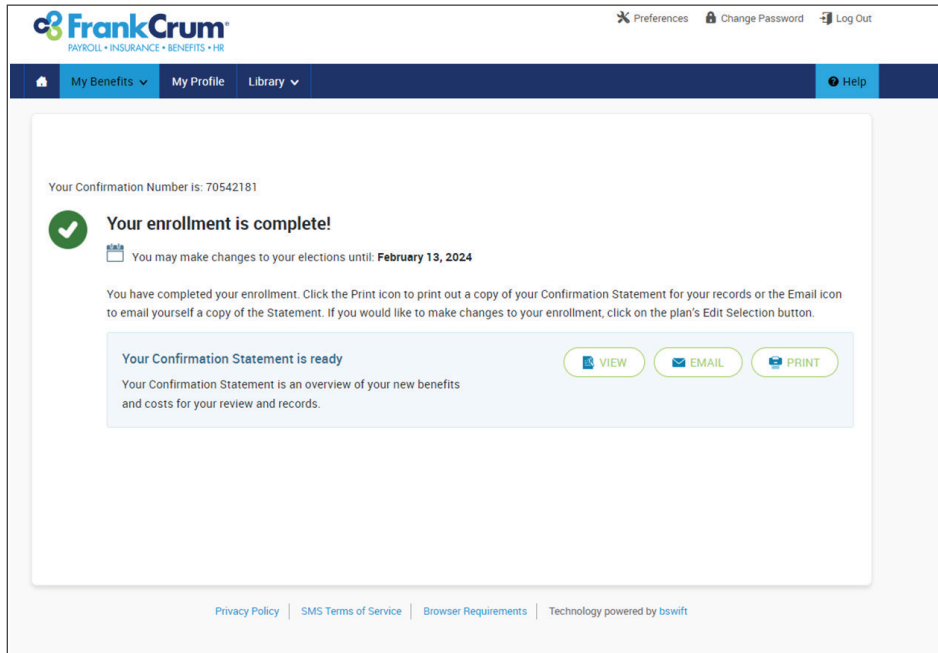
- Name
- My Estate (Employee) (Employee)
- Hank Alert (Spouse)
- Harper Alert (Child)
- Winnie Alert (Child)

9. Review and Confirm

- The last step of your enrollment will be to review all of the selections and changes you've made to your benefits for the upcoming plan year.
- Once you have reviewed your election, you will confirm that you agree to all elections. Keep in mind, you can still make changes to your elections until your enrollment deadline.
- Click **"I agree"** and **"Complete Enrollment."**

Revisiting Your Benefit Information

- When you complete your enrollment, you will have the option to view and print your confirmation statement.
- Don't forget! You can log in to your benefits portal anytime via MyFrankCrum throughout the year to view your benefits information.



Other Offers and Perks

- You may also view and manage other offers/perks available to you through the benefits portal. On your homepage, you will see information for TicketsatWork, Corporate America Family Credit Union, and Farmers Home & Auto. To access additional details, simply click the text links to be taken to the providers' website.

The screenshot shows the user interface of the FrankCrum benefits portal. On the left is a navigation sidebar with sections: 'My Profile' (Edit my profile, Edit dependent profiles, Change my address), 'My Family' (Hank Alert, Harper Alert, Winnie Alert), 'Life Events' (Birth, Marriage, Civil Union, All other Life Events), and 'My Forms' (Enrollment Confirmation Form). The main content area features a large 'Welcome' banner with a family photo. Below the banner is a 'My Benefits' section with an 'Effective Date' of 2/19/2024 and a message: 'You have no active benefits as of 2/19/2024.' To the right are three informational cards: 'TicketsatWork' (entertainment discounts), 'CAFUCU' (Corporate America Family Credit Union services), and 'Farmers Home & Auto' (insurance pricing).