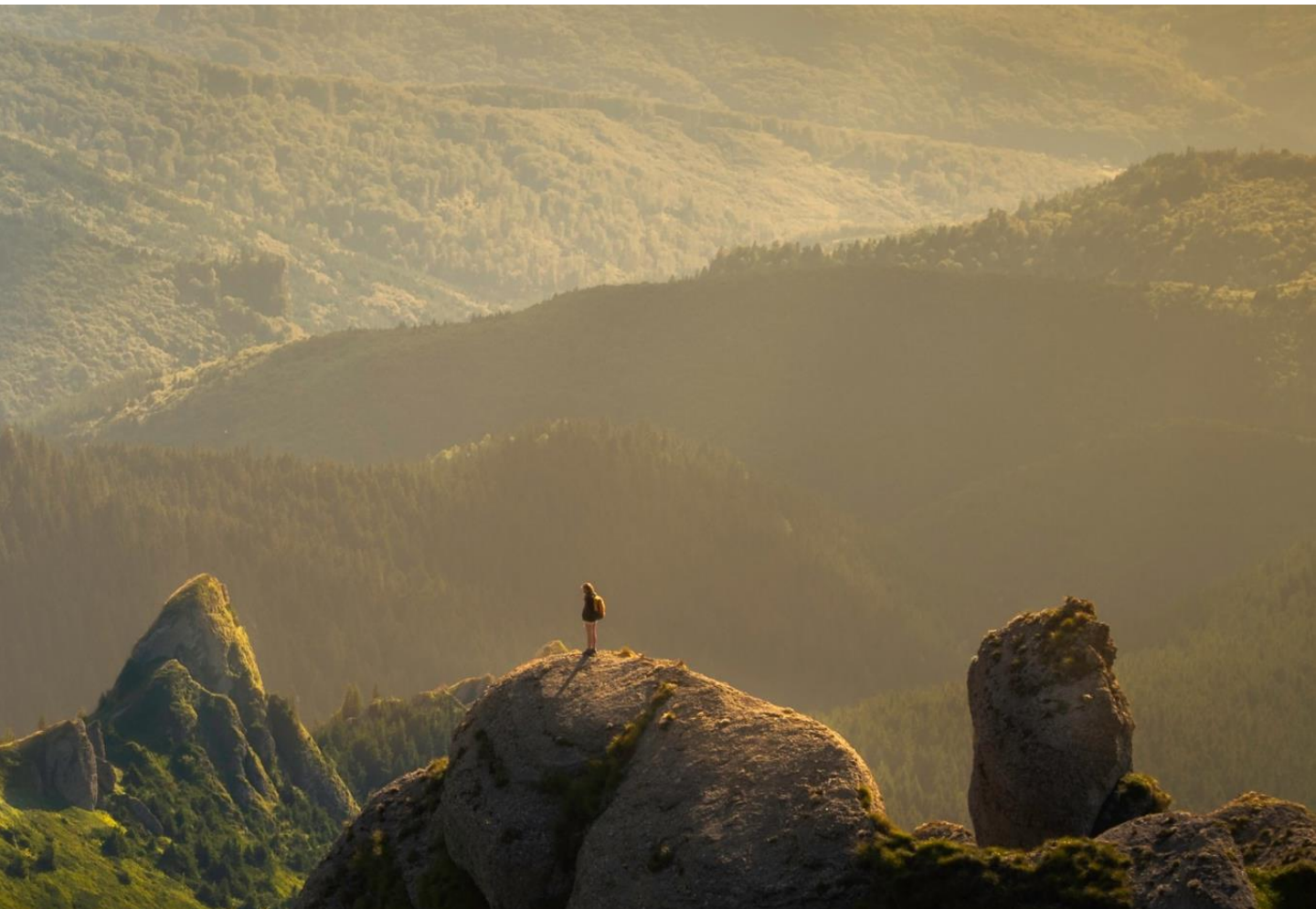
HCOnline Open Enrollment Guide



Registering On HCOnline

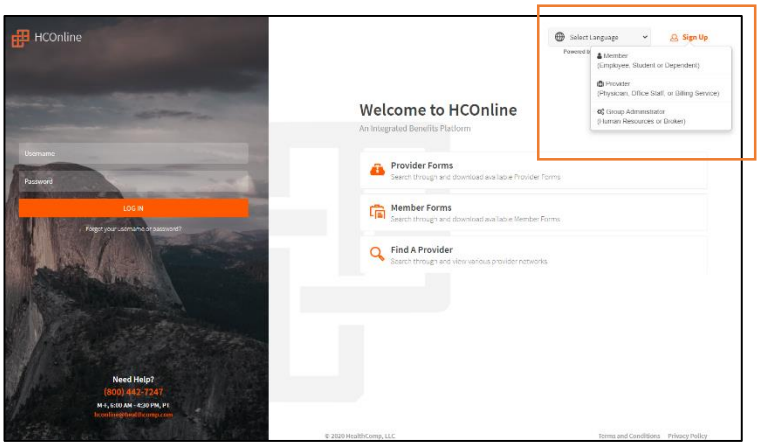
1. In a web browser, navigate to **HCOnline** (hconline.healthcomp.com) If you already have an HCOnline account, use your existing credentials to log in.

1. In the upper-right corner, click Sign Up. From the dropdown menu, click Member. This will open the **New User Registration** wizard.

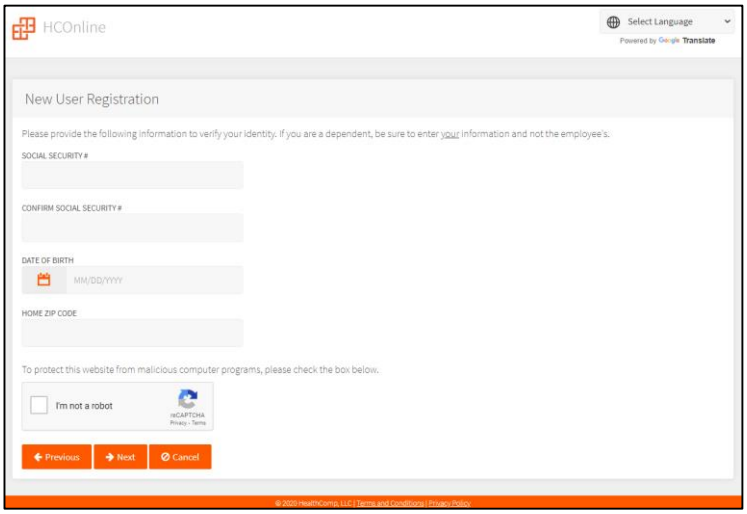
2. In the **Verification** step of the **New User Registration** wizard, enter your Social Security Number (omitting dashes), Date of Birth (MM/DD/YYY), and Home Zip Code (#####). Click the 'I'm not a robot' checkbox. Click Next.

3. In the User Account step of the New User Registration wizard, enter your email account, username, password, security questions, and security question answer. Click Create New User.

4. To complete registration, **HCOnline** will send a confirmation to your email address. Access your email and click the link within the email confirmation. This completes the registration process.



HCOnline Login Page



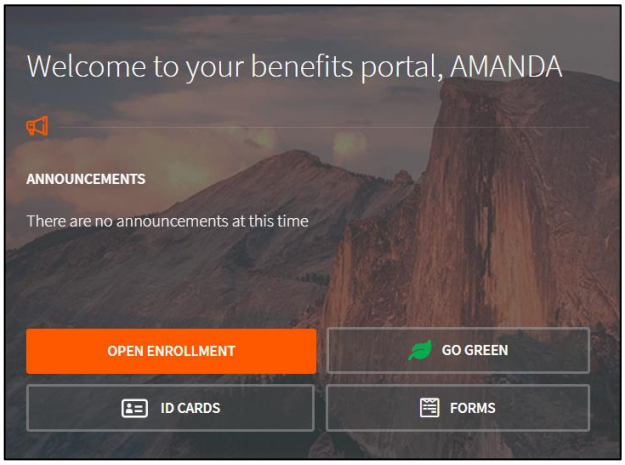
New User Registration Wizard

We recommend adding **hconline@healthcomp.com** to your address book to ensure you receive all **HCOnline** email notifications.

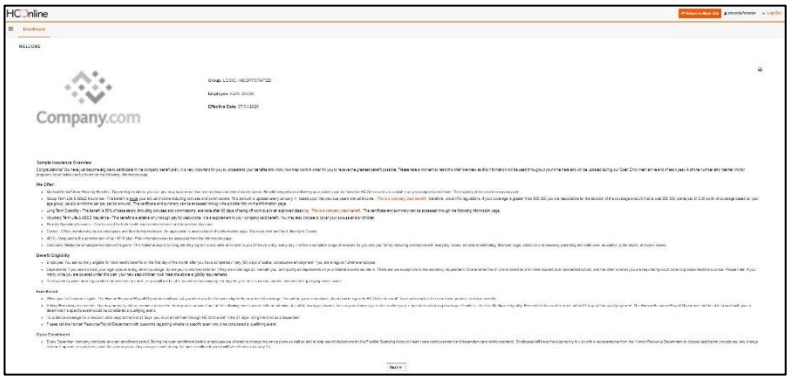
Employee Demographics

1. Log into your HCOnline account.

2. Select the "Open Enrollment" or "New Hire Enrollment" button to begin the enrollment Process.

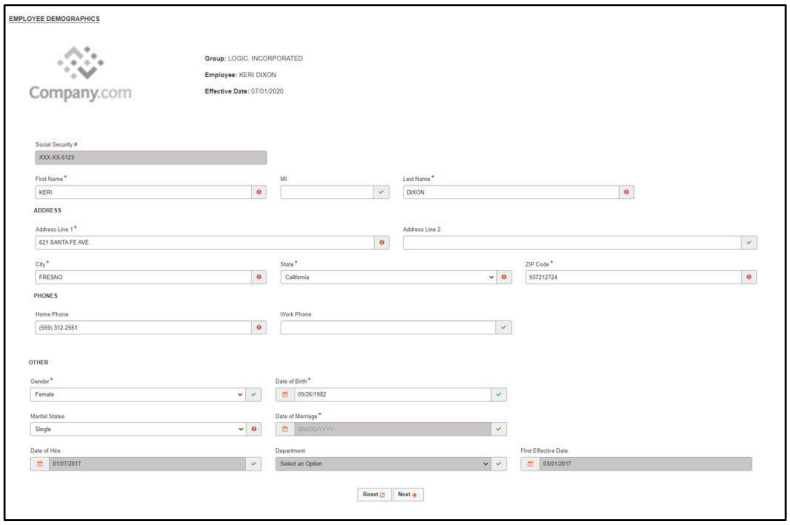


3. A welcome letter may be displayed after clicking this button. Read the opening page then click **Next**.



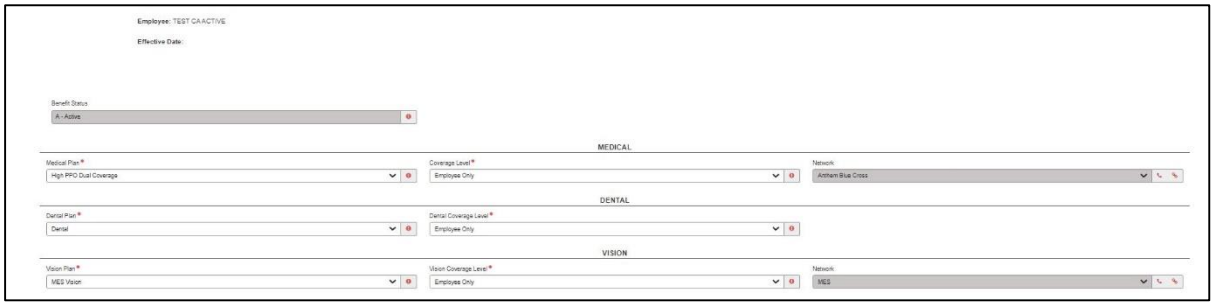
4. Complete and/or verify all information on the **Employee Demographics** page.

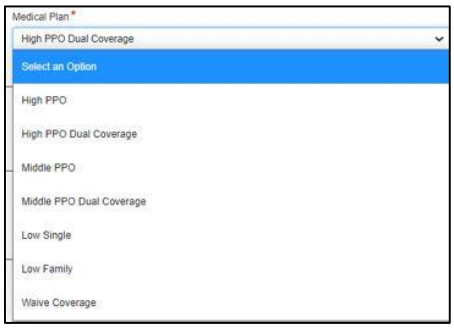
5. When finished, click **Next**. The system will prompt you for any required fields that are not completed.



Employee Benefits

The Employee Benefits page allows you to elect or waive coverage. You will also select the coverage level such as Employee only or Family.

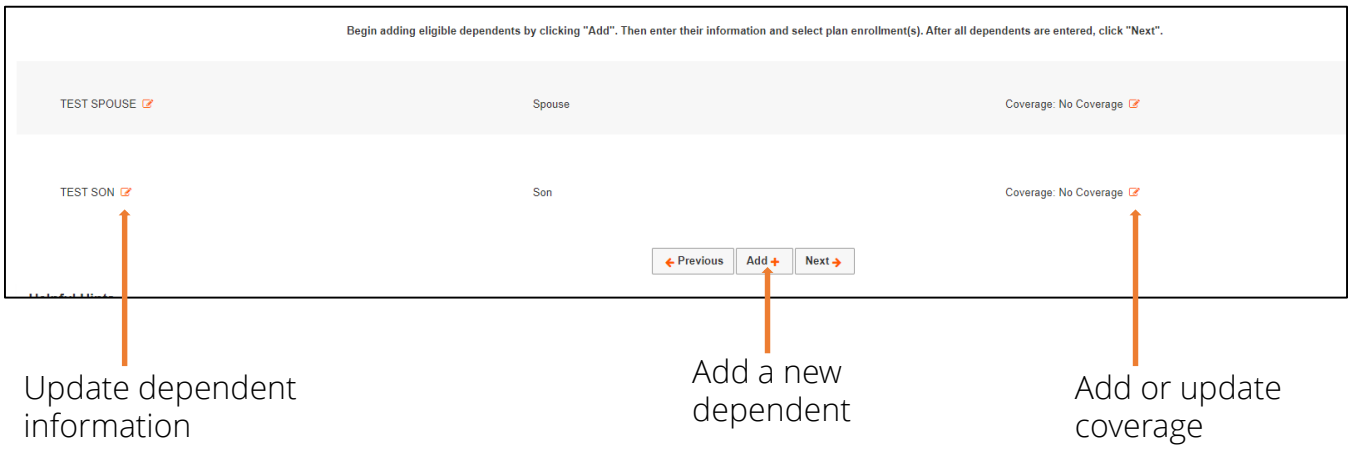




Enter your beneficiaries for Basic Life/ AD&D. **Note**: If choosing multiple beneficiaries, the total must equal 100%. Once you are finished click **Next**.

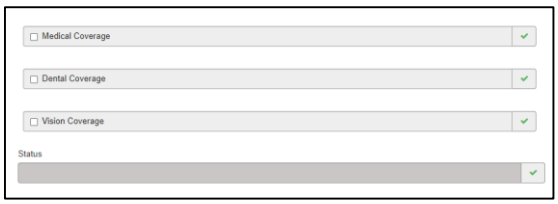
Dependents

The Dependents page allows you to add dependents you want covered under your plan or update the coverage and demographics for current dependents.



Dependent Coverage

Select the box next to the coverage you are electing for your dependent.

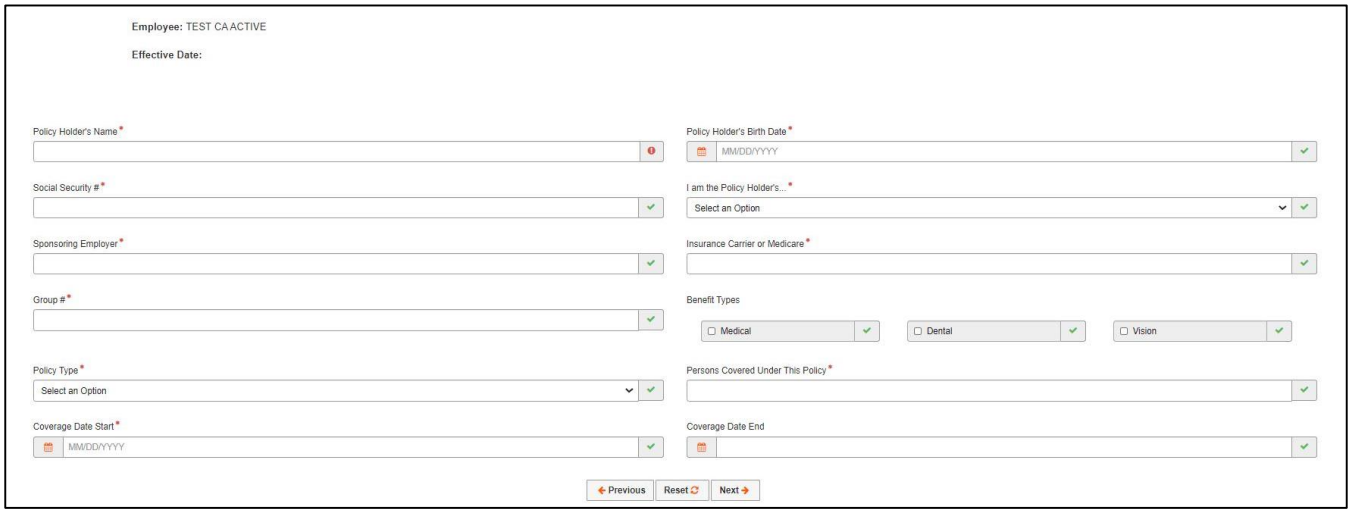


Check the Disabled box if this dependent is now incapable of self-support because of disability.
If the Disabled box is checked:
Please submit a copy of a physician's statement certifying disability to HealthComp PO BOX 45018 FRESNO, CA 93718-5018. When finished click **Next**.

Other Insurance

If you or any of your dependents have other insurance coverage, click the Add+ button and complete the other insurance form. If you do not have other insurance to report, click "No Other Insurance". Click **Next** to proceed.

When adding other insurance, enter all required information then click **Next**. Click the **Add+** button again if you have multiple plans to report.



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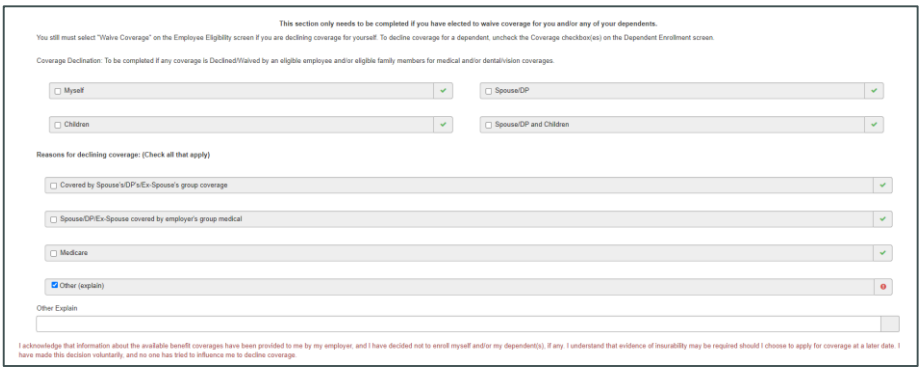
Waive Coverage & Confirmation

If you are waiving coverage for yourself and/or any of your dependents. If you have not waived coverage click **next** to proceed to the final page.



Submitting Your Enrollment

The final page gives you a view of all of the information you have entered. If you find that you need to edit any information, click the **edit** button on the top of the section you wish to edit. Be sure to **print** this page for your records by selecting the print icon in the upper right of the screen.
Once all information has been reviewed and you have read the disclaimer information, click **Submit** at the bottom of the page.