

Employee IBBP Online Enrollment Guide for New Employees

You must have the following information available to complete online benefit enrollment:

(Once you begin the online enrollment process, you can save information you have entered and complete enrollment at a later time.)

1. Medicare eligibility, Medicare Numbers and effective dates for employee and dependents

2. Dependent's Name

- Social Security Number
- Date of birth
- If full-time student 19 or over, name and location of the school.

3. Prior Health Coverage in the past 63 days

- Prior insurance carrier
- Prior policy number
- Prior effective date
- Prior end date
- Names of individuals covered

4. Other Current Health/Dental insurance coverage

- Primary insured's name
- Primary insured's employer
- Carrier name
- ID number with carrier

5. Beneficiaries for Group Term Life and/or Additional Life

- Name
- Relationship
- Age
- Primary/contingent beneficiaries and percentage for each

6. 125 Plan Flex Spending Election

- Annual Election: Medical Flex and/or Dependent Care
- ACH Authorization for Direct Deposit: routing transit number with check digit, account number



Sample Online Employee Enrollment Instructions

You will receive the following instructions from your benefit administrator once you are set up to the complete employee data entry portion of the online benefits enrollment process.

Step 1: Open your Internet browser and go to www.bankers-ins.com/employees to log in.

Step 2: Enter your temporary username provided by your employer.

Step 3: Select your employer from the list of employers. If your employer does not appear, the user name was entered incorrectly.

Step 4: Enter your temporary password provided by your employer.

Step 5: Once logged in, you will be prompted to change your username and password. Enter a new username and password. Note: The minimum length of the username and password is 3 characters. The username and password cannot contain an apostrophe (') or equals sign (=).

Step 6: Click on the [Employee Self Service](#) menu item and follow the instructions at the top of the page.

Step 7: Once you have completed the Employee Self Service enrollment process, you must print and sign the application and give to your benefit administrator.