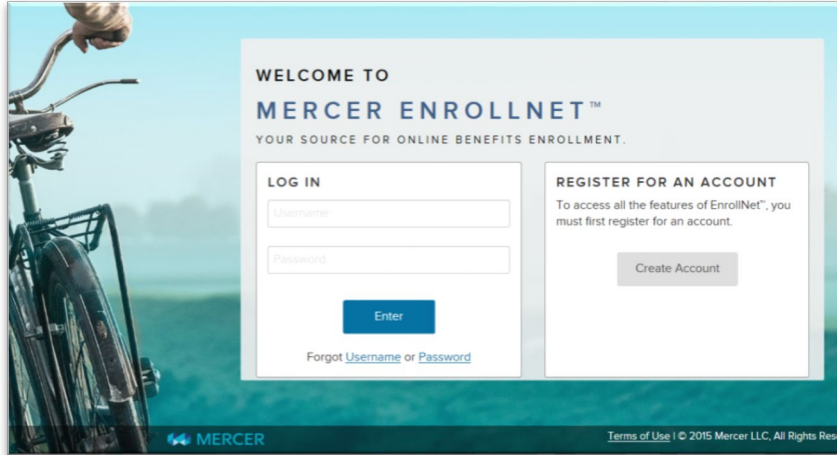


MERCER SINGLE SOURCE 1™ ENROLL IN BENEFITS

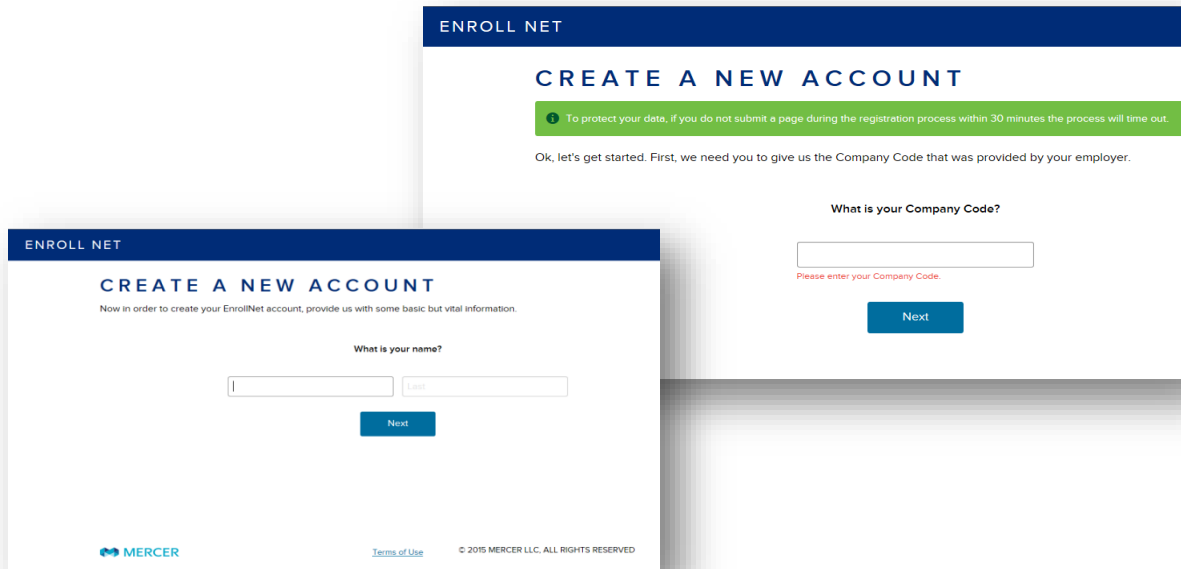
This document contains basic information about logging into EnrollNet.

1. VISIT enrollnet.mercer.com to get started.
 - If you've previously registered, you can continue to step 3.



2. REGISTER (for first time users).

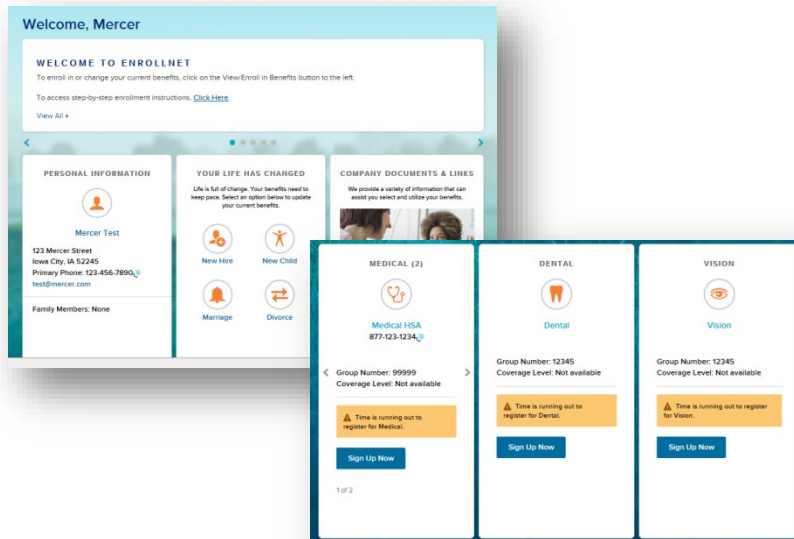
- Click "create an account". The system will walk you through several screens to verify your identity.
- Enter your personal information in the spaces provided. **Note: Enter your information as it appears on your paycheck. Fields are case-sensitive.**
- Enter the Company Code: **ETTP00**
- Create a Username and Password for your new account. Be sure to save your credentials in a secure location.
- Click **Register**.



- **Set up self-service.** If you forget your password, self-service enables you to have a temporary password emailed to you. You'll need to answer a few security questions that will be used to confirm your identity.

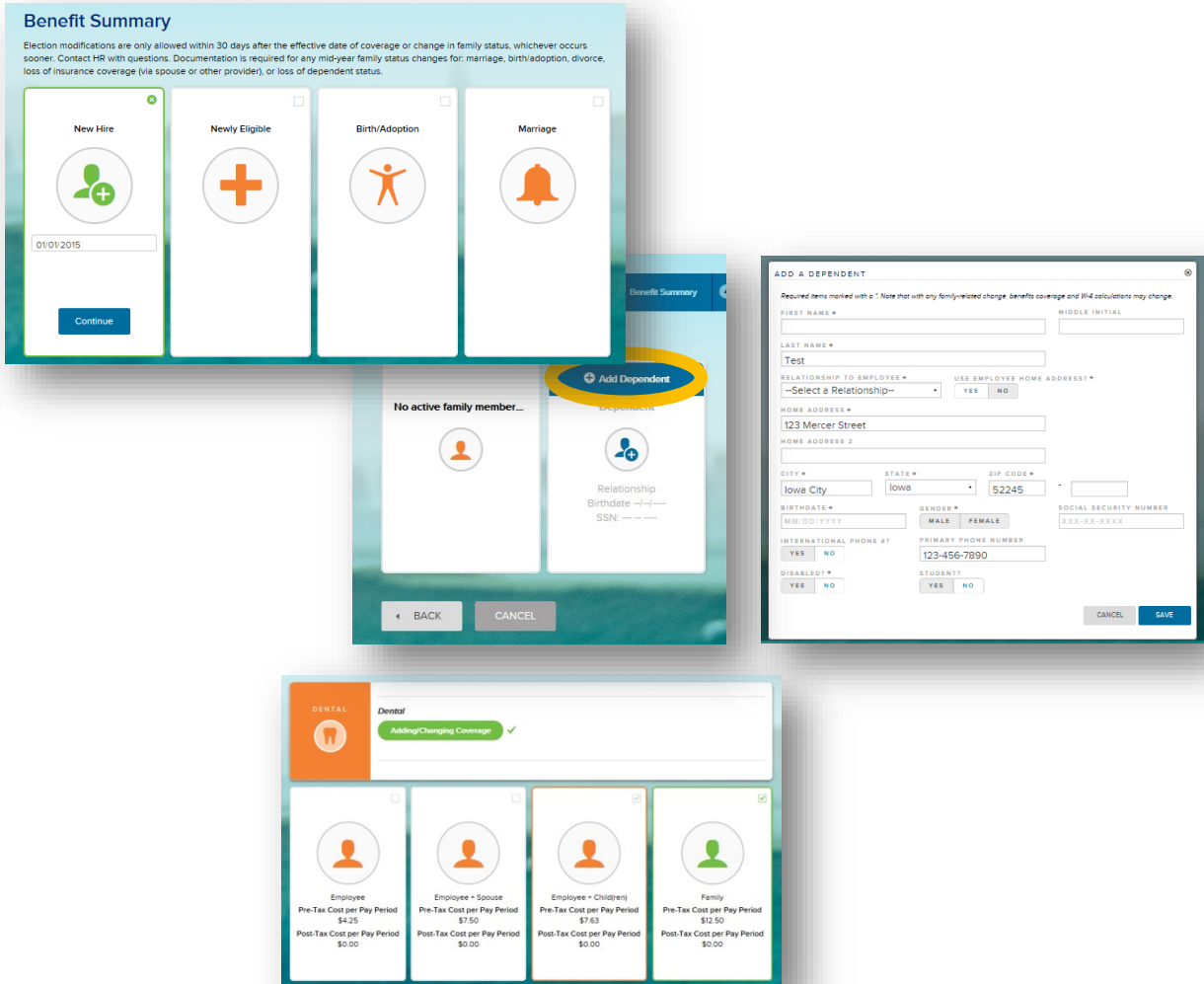
3. LOG IN AND EXPLORE THE DASHBOARD.

- Enter your Username and Password to log in.
- Familiarize yourself with the information in the Dashboard, including important announcements, your personal information, documents, and policies. The home page shows you the benefits you're currently enrolled in, as well as benefits you're eligible for in 2017.

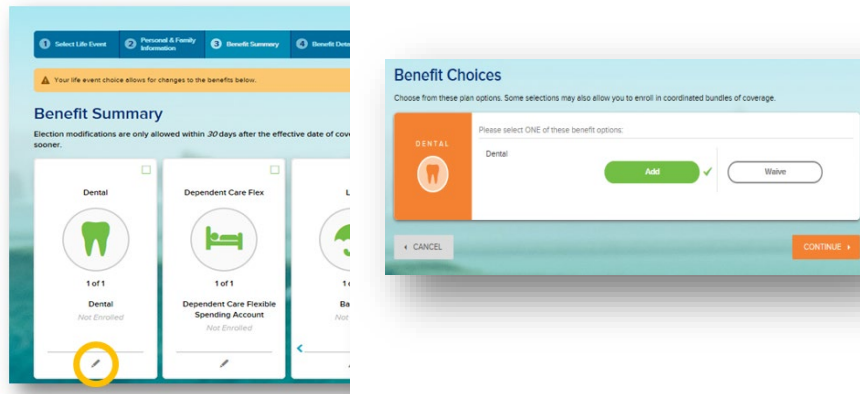


4. MAKE BENEFIT CHANGES.

- You must change your elections within 30 days of when your benefits coverage was effective, or in the case of a change in family status.
- **Change in family status.** If you experience a mid-year family status change, choose your Life Event from the Dashboard and enter the effective date of the change.
- **Add dependents.** If you want to add a dependent to your benefits coverage, select Add Dependent on the Family Information screen; enter the dependent's information; and click save. Note: Adding a dependent here doesn't add them to your benefits. You need to continue on to the benefit enrollment page to add a dependent.

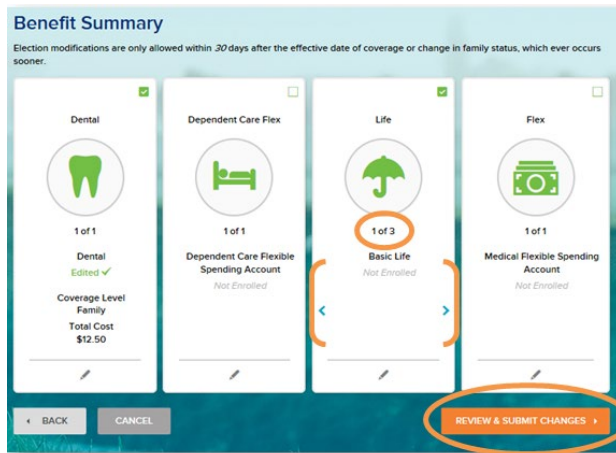


- **Add or waive benefits coverage.** Click the Pencil icon to “add” or “waive” each particular benefit. When you add benefits, select the coverage level and select the dependents to be covered on each benefit. If you don't see a dependent that you want covered, go back to the Family Information screen to add them (otherwise, they may not be eligible which is why they don't appear).



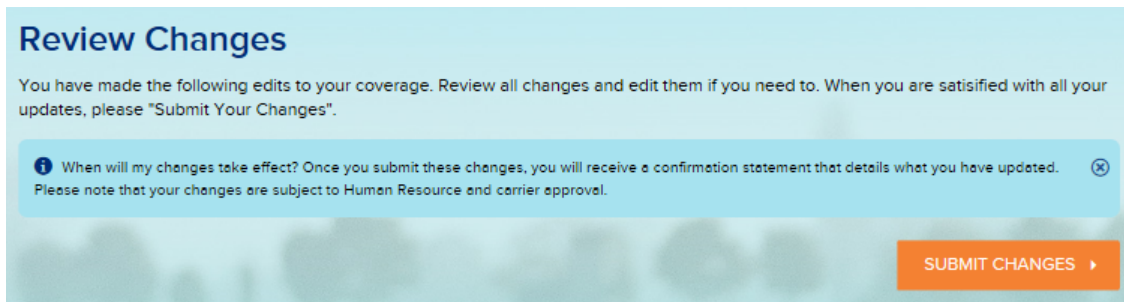
5. REVIEW BENEFIT CHANGES.

- Click **Review & Submit Changes** to review your benefit selections.



6. SUBMIT BENEFIT CHANGES.

- Once you've finalized your benefit changes, click **Submit Changes**.
- Your changes **won't** be saved if you don't click this button.



7. CONFIRM YOUR CHOICES.

- Click **Confirmation Statement** to download a summary of the changes you made.
- Review your Confirmation Statement to ensure you chose the correct benefits and coverage levels.

Enrollment Confirmation For New Hire
Mercer Test
123 Mercer Street
Iowa City, IA 52245
Effective Date: 01/01/2015

Your company logo

Enrollment Confirmation/Completion

▲ You have successfully submitted your Benefit updates. If you have any questions, you may review your **Confirmation Statement**.

▲ Any additional documents that you may need to submit are listed below.

Benefit payroll deductions will begin on the first paycheck following the effective date of your enrollment. Please review it carefully, and contact your HR department if you have any questions.

Gender	Date of Birth
Female	10/01/80
Male	01/01/80
Female	01/01/08
Male	01/01/10

Test, Child B Dependent

DENTAL

Dental

Dental: Enrolled
Coverage Level: Family
Pre-Tax Cost Per Pay Period: \$12.00
Post-Tax Cost Per Pay Period: \$0.00

Effective Date: 01/01/2015**
Confirmation No: 600314

Plan Members Covered
Test, Spouse
Test, Child A
Test, Child B
Test, Mercer

**The Effective date for new enrollments is a projected date and is subject to carrier approval.

I authorize any payroll deductions necessary for the elections listed above. I understand that elections for coverage can only be changed during the year if I have a qualified family status change and additional documentation may be required for these changes to be approved.