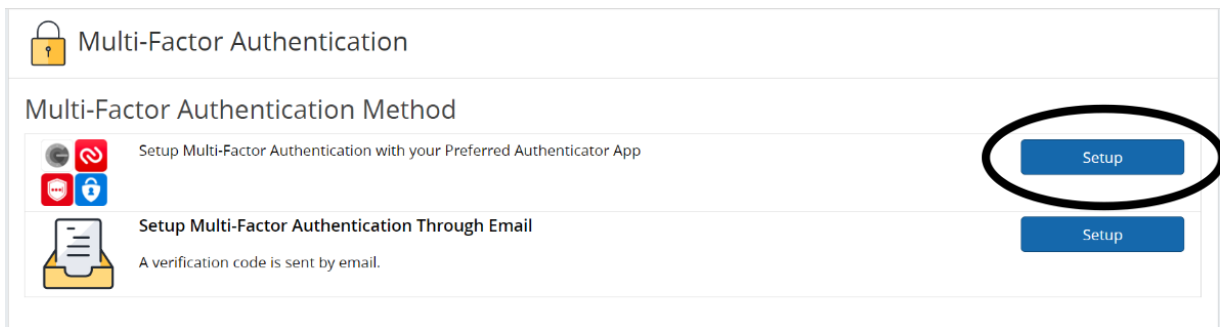


How do I enroll?

1. Go to the [Benefits Enrollment Site](#)
2. Enter your username and password. Or, if you're a first-time user, select Register to setup your credentials. Use **benefits** as the company key.
 - If you do not remember your login credentials, click on **Forgot your username or password?** You will be prompted to answer a security question and then to reset your password. If you're still having issues, contact us at benefits@washburn.edu or ext. 1538.
3. If you haven't already done so, you will be prompted to set up Multifactor Authentication.
 - For the quickest authentication, click **Setup** next to the option **Setup Multi-Factor Authentication through email** and then follow the instructions.



The screenshot shows a web interface for Multi-Factor Authentication. At the top, there is a lock icon and the text "Multi-Factor Authentication". Below this, the heading "Multi-Factor Authentication Method" is displayed. There are two rows of options. The first row has icons for various authenticator apps (Duo, Duo Mobile, Duo Push, Duo Guard) and the text "Setup Multi-Factor Authentication with your Preferred Authenticator App". To the right of this row is a blue "Setup" button, which is circled in black. The second row has an icon of an envelope and the text "Setup Multi-Factor Authentication Through Email" and "A verification code is sent by email." To the right of this row is another blue "Setup" button.

4. If you choose to authenticate through your preferred Authenticator App instead, follow these instructions:
 1. Click **Setup** next to **Setup Multi-Factor Authentication with your Preferred Authenticator App**
 2. Open the DUO app on your phone
 3. Click the Add+ in the upper right corner
 4. Click Use QR code to scan the code provided on the screen
 5. Follow instructions to Authenticate
5. Once logged in, click on the Reference Center to view detailed plan information including medical certificates, plan summaries (SBCs), rates and other plan documents. When you're ready, click on the blue **Start Here**. Follow the prompts to begin your enrollment and continue through the selection process. Be sure to confirm your choices at the end to successfully complete your enrollment.