

# Cafeteria Plan and Dental On-line Enrollment Instructions

This year, employees that wish to enroll in the dental and make their Cafeteria Plan election, can do so online. Please follow the instructions below. Keep in mind, if you want to enroll or make changes to other insurance products, you must attend the Benefits Fair on August 22, 2013 (9am – 3pm) at H.L. Nowell Union, State Room.

## **SABCElect On-Line**

Before entering the site, make sure that you have all the necessary information you will need to complete your election. For instance, if you elect Flexible Spending, you will need your checking account information if you have not already set-up your direct deposit information for Flexible Spending Reimbursement.

### ***LOG IN***

To enroll, go to [www.sabcflex.com](http://www.sabcflex.com). Once on the main screen, on the left hand menu click on SABCElect On-Line. Then click on Employee On-line Enrollment. This will bring you to your login screen. Your user ID is your 9 digit employee number, no dashes. Your password is your six digit date of birth (mmddyy).

**Step 1** – Review your personal information to ensure that it is correct. If your email or day time phone number is blank, please enter that information. If your other information is incorrect, please notify Human Resources.

**Click continue to proceed to step 2**

**Step 2** - You will see your current pre-tax and post-tax insurance deductions. If you wish to change any of your insurance deductions, you must attend open enrollment meetings or contact Human Resources. By placing your mouse over the name of the product, additional information may be available. If underlined in blue, clicking on the link will take you to another site with more information about that product. To enroll in the **Dental plan**, click on the enroll button next to the product and complete the required information. Once you have completed the dental enrollment you will be directed back to the Cafeteria plan enrollment. Before continuing, you must select if you wish to pre-tax your current eligible premiums. **Click continue to proceed to step 3**

**Step 3** – You will now see your current Flexible Spending options. Please make your election, keeping in mind that your election will be divided by the number of deductions indicated on the site. You may add, increase, decrease, or zero out your election. After making your changes, if you elected to participate in flexible spending, click next to “My reimbursements will be” and select direct deposit. Click continue, this will bring you to the direct deposit authorization screen (if you are already receiving your reimbursements via direct deposit, it will take you to step 4). If you are not, please complete your banking information, to have reimbursements deposited directly in your checking account. Otherwise, proceed to Step 4. **Click continue to proceed to step 4**

**Step 4** – This page is a summary of your election. If correct, please click continue to step 5. If not, please click back, to correct. **Click continue to proceed to step 5**

**Step 5** – Read the plan provisions. Click at the bottom that you have read and understand the provisions of the plan and sign using your 9 digit employee number. Click continue, to last step. Your enrollment is complete. If you have a printer available, print a copy for your records. **Then click done to exit the site.**

If you have questions, please contact Southern Administrators and Benefit Consultants, Inc. (SABC) at 601-856-9933 or Human Resources.