

# Variety Wholesalers How to Enroll for Benefits

## For All Benefit Plans

Congratulations! You are now eligible to enroll in Variety Wholesalers, Inc. benefits and will need to access the Employee Self Service to enroll or waive coverage **within the next 14 days**. If you do not enroll within 60 days of your employment date you must then wait until open enrollment in November.

Documents on the main page of the Employee Self Service (ESS) that you will need to review before making your enrollment selections are the 2020 Benefit Enrollment Summary and any of the Plans for Medical, Dental, Life, Critical Illness and or Long Term Disability (Salaried only)

You will need to log into Employee Self Services to enroll in benefits. You can access this site 24 hours a day. If you have any problems logging in or electing coverage, please contact Becky (252-430-2043) or MaryAnn (252-430-2044) Mon – Fri 8 am – 4:30 pm.

To enroll in benefits, **you will need your payroll ID #(XXXXXX) and password which is the Last 4 Digits of your Social Security Number and your Birth Year (XXXX19XX)**

Connect to the Internet and type this address in the address line: <http://emp.unicornhro.com/>

On the next screen, type the following in the space provided:

**Customer ID:** NC1262

**Employee ID:** Employee Number (no dashes)

**Password:** Last 4 Digits of SSN + EE's Birth Year

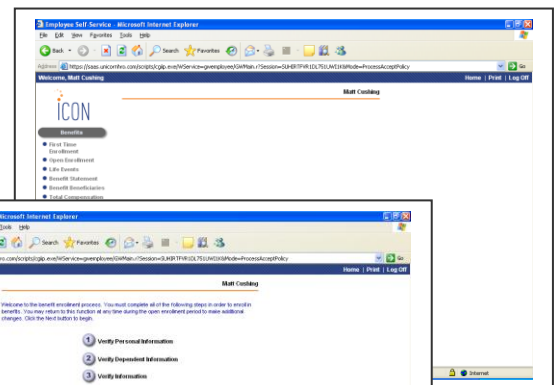
Click on **“login.”**



Your enrollment “home page” will look something like this.

To begin the enrollment process, click on **“First Time Enrollment.”**

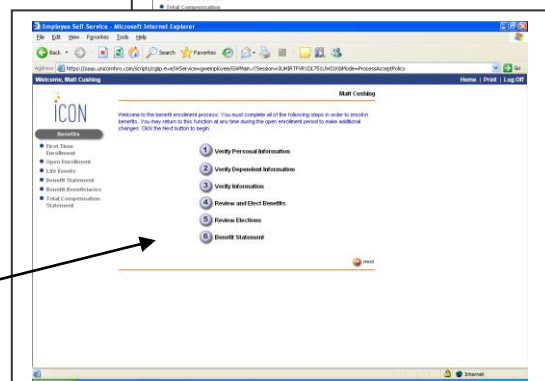
To change your password, click **“Change Password.”**



**Hints:** At any point:

- You can print out the information on the page by clicking on the printer icon in the top right-hand corner.
- You can log off of the system by clicking on the **“Log Off”** button in the top right hand corner.

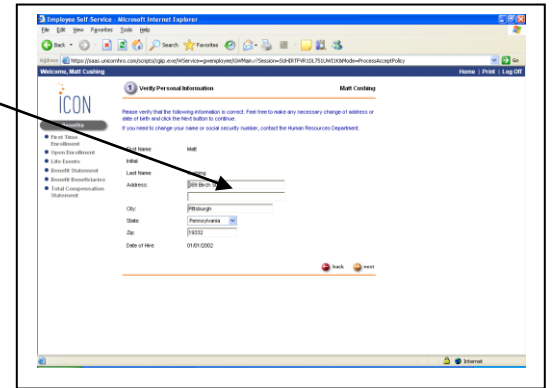
The enrollment automatically takes you through each step in order...1 through 6. No skipping! Click **“next,”** and the process will begin.



### ① Verify your personal information

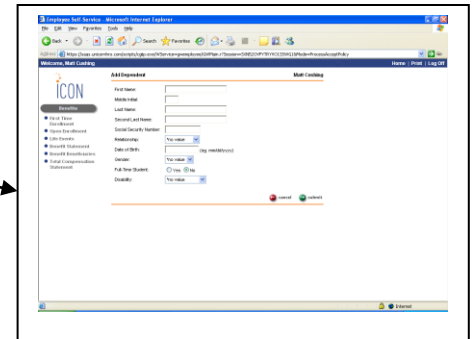
Check your address and your date of birth. If something is incorrect (and it has a box surrounding it), you can change it.

When your review is complete, click “next” at the bottom of the screen.



### ② Enter your dependent information

- To add a dependent, click “add.” Type in all of the required information and click “submit.”
- If your dependent information is correct, click “next.”
- Children may be covered up to age 26

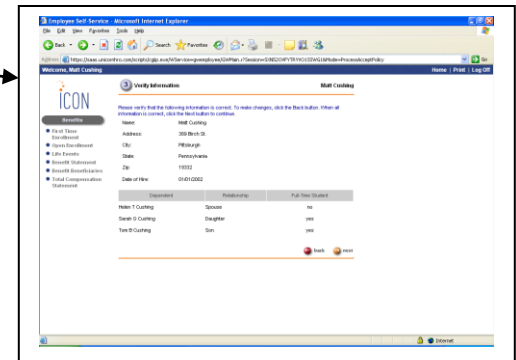


### ③ Verify your information

This screen summarizes your and your dependents' personal information.

Look it over to make sure your records are complete.

- If not correct, click “back” and add the information.
- If correct, click “next.”

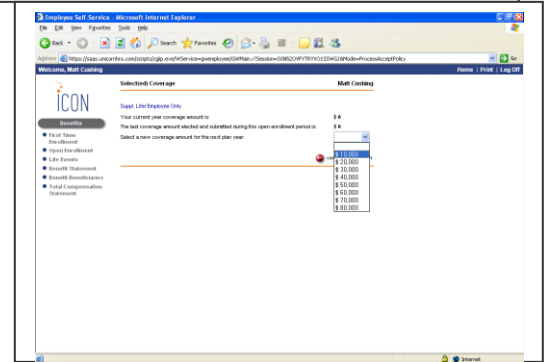
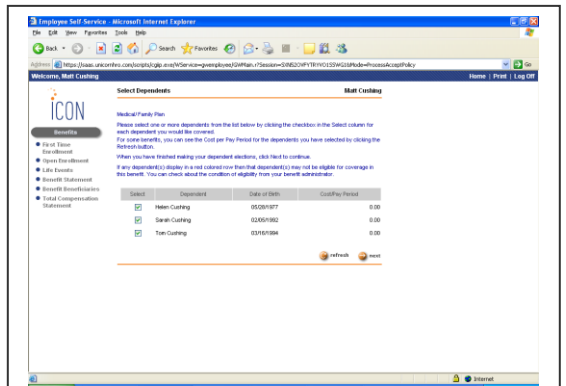
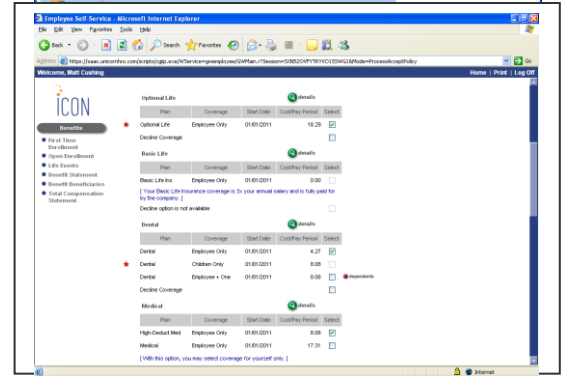
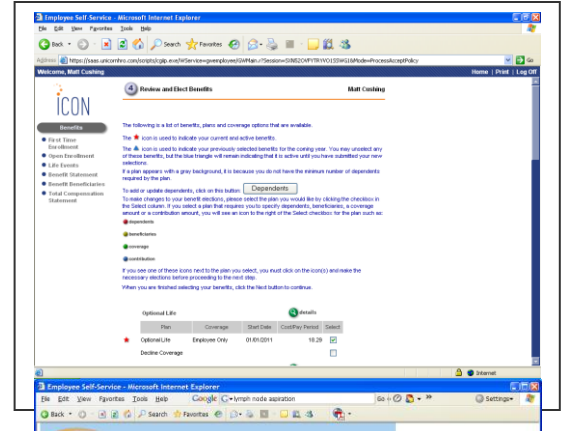


#### ④ Electing benefits

This is where you make your benefit elections. The hints below will help you through the process:








- ◆ Instructions are shown at the top of the screen.
- ◆ Check the boxes alongside the benefits you want to enroll in.
- ◆ If you are enrolling in dependent coverage for any of the benefit plans, click on the “**dependents**” symbol and list them with the plan by checking the box alongside the name.
- ◆ Certain benefit elections (like Life and LTD) require you to enter a coverage amount. Click on the “**coverage**” symbol and use the drop-down arrow to choose a benefit amount. Then click “**next.**” Please note: the system waits to calculate a spouse’s voluntary life rate (if any) until the benefit statement portion of the enrollment. The life premium will be added to your total benefit costs on the benefit statement.

When you have completed your elections, click “**next.**”



**Very important:** If you do not complete all of the required information, the system creates an error message.

If you see an error message, click “OK.” The system will take you back to the screen that needs more information.

Enrollment Symbols	And what they mean...
	This symbol indicates your current elections. It means that you are currently enrolled in that plan, at the indicated level of coverage.
	If you make a benefit change, this symbol will appear, indicating your new election for next year.
 details	Click on this icon to see a summary of the benefit coverage and, in some cases, a link to provider websites.
 dependents	Click here to enroll dependents in the benefit plan, one at a time. (To enroll all of your dependents, click on the symbol, below.)
 elect all	Click here to enroll <u>all</u> dependents in the benefit plan.
 coverage	Click here to select a coverage amount
 beneficiaries	Click here to enroll beneficiaries in the benefit plan

### ⑤ Review Elections

If your benefits are correct, click “submit.”

**Note: Until you click “submit,” your benefit elections are not recorded!**

### ⑥ Benefit Statement

This statement lists your elected benefits for 2020, along with their monthly costs.

You can print the statement for a record of your enrollment.

If the information on your statement is not correct, click on “**First Time Enrollment**” and try again.

