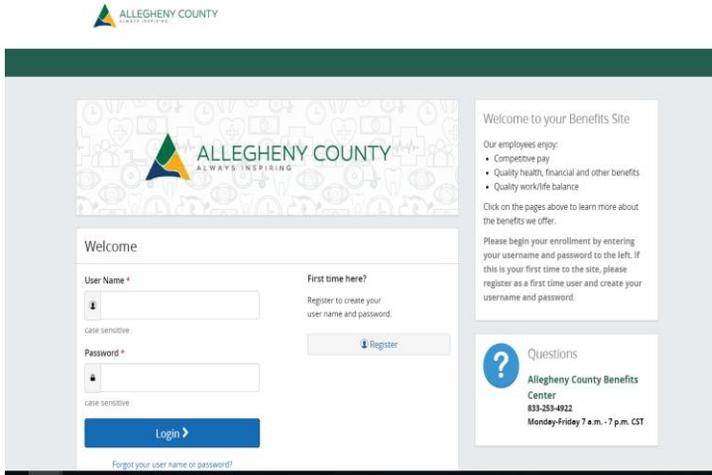




# ENROLLING IS EASY



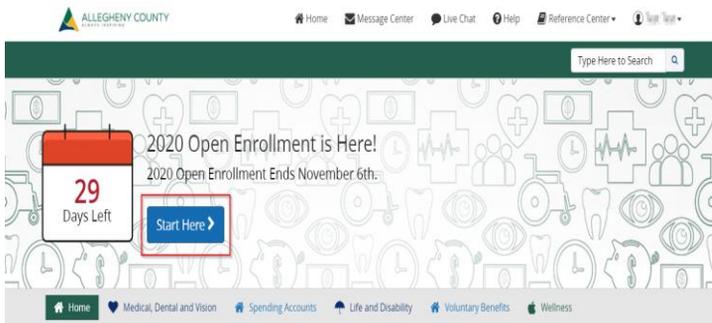
## Get started

Visit [www.MyACBenefits.com](http://www.MyACBenefits.com) or call 1-833-253-4922 to enroll.

If you are a first-time user, click on 'Register' to set up your user name, password and security questions. Our 'Company Key' is **allegheny** (note: this must be in all lowercase).

## Forgot your user name or password?

1. Visit [www.MyACBenefits.com](http://www.MyACBenefits.com) and click on the 'Forgot your user name or password?' link.
2. Enter your social security number, company key and date of birth.
3. Answer your Security Phrase.
4. Enter and confirm your new password, then click 'Continue' to return to this page and log in.



## Begin enrollment

Click 'Start Here' and follow the instructions to enroll in your benefits or waive coverage.

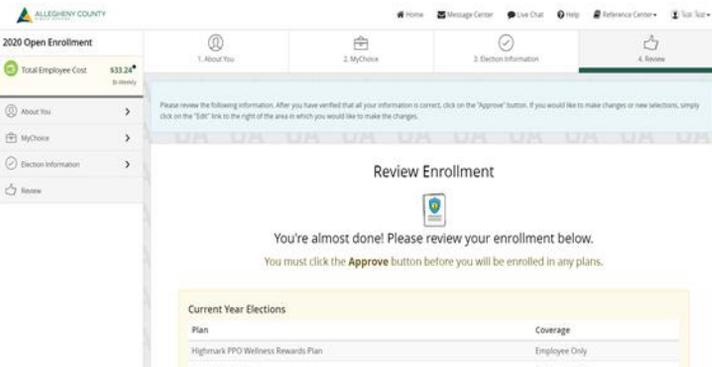
If you miss the deadline you will waive any electable benefit coverage, and have to wait until the next annual enrollment period to enroll.

## Looking for more information?

View plan details, carrier specifics and benefit guides by clicking 'Reference Center' in the main navigation screen.

If you have any questions as you go through enrollment, contact your HR/Benefits administrator, member services or chat with Sofia.

Use the 'Reference Center' to help you make elections.



## Review your elections

Review, edit and approve your personal information, elections, dependents and beneficiaries.

## Approve

Once you have reviewed your elections and they are accurate, click 'Approve' to continue.

## DOWNLOAD THE MYCHOICE APP NOW!

Once you download it, log in to [www.MyACBenefits.com](http://www.MyACBenefits.com) to receive your access code.



[www.MyACBenefits.com](http://www.MyACBenefits.com)

Company Key: Allegheny

Contact Member Services: 1-833-253-4922



## Approve

Once you have reviewed your elections and they are accurate, click 'Approve' to continue.

## Confirm your choices

Your enrollment isn't complete until you confirm your benefit elections and cost.

## Print

Print your election information and confirmation number for future reference or save it to your Message Center.

## MAKE MID-YEAR CHANGES

The benefit elections you make will remain in effect until the end of the plan year (12/31/2020), unless you experience a qualifying life event. Examples include:

- Marriage or divorce
- A change in job status (for you or an enrolled dependent)
- Having a baby or adopting a child
- Loss of other coverage

If you experience any of these qualifying events, you must provide the required supporting documentation and make changes within **30 days**.

1. Log in to [www.MyACBenefits.com](http://www.MyACBenefits.com)
2. Click on the 'Change My Benefits' button to make election changes or to update your basic information.
3. Select the life event button and the event you wish to file. Then, follow the same election steps above to complete your life changing event.

