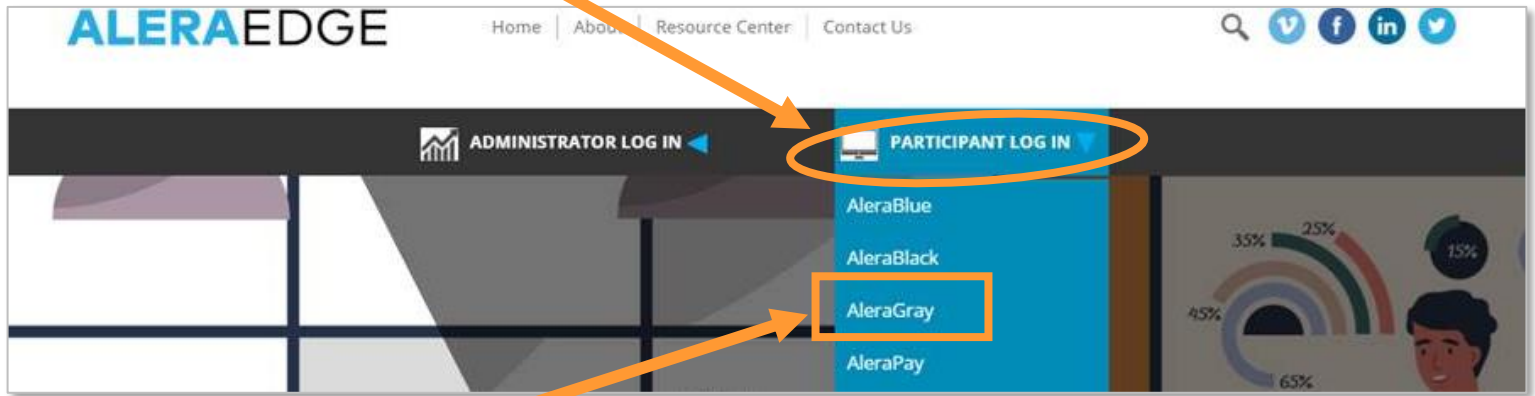


1 - Click the PARTICIPANT LOG IN tab



2 - Select AleraGray from the drop-down menu

3 - Login

First Time Users: Click [Register](#)

Enter Personal Info

and the Company Key: **HAMILT**
Click Continue

Create Account with User Name, Password and Select/Answer Security Questions, then **Click Continue**, Confirm and Login

Enter your User Name and Password on the Login page.

In order to help protect your data, we are adding security questions to your account. Please select your questions and provide answers. These will be used as extra validation, as well as if you should need to reset or change your password in the future. If you have any issues, please contact your HR administrator.

Returning Users:
Enter: User Name and Password
Forgot your password?
See next page



Make Your Elections

Review your options as you walk through the enrollment process.

Click **'Select'** to choose plans. Track your choices and total cost, on the enrollment bar.

Review Your Elections Review and edit your elections—then **Approve**.

Confirm Your Choices Your enrollment is not complete until you **CONFIRM** your benefit elections.

Print your election information and confirmation number for future reference.

ALERAEDGE Home Message Center Help Dana Demo

Open Enrollment is Here!
Open Enrollment Ends October 13th

16 Days Left

Start Here >

Congratulations!
You have officially logged in.
Let's get started.
Begin your Enrollment here

Welcome Dana, to your benefits site!

Profile Benefit Summary Change My Benefits

Enroll as Easy as 1-2-3
Dana, welcome to your one-stop for all your benefit needs!

Enrolling in your benefits is simple and valuable time spent.

1. **Explore** your options.
2. **Select** the benefits that fit your needs.
3. **Confirm** your choices.

my choice MyChoice Mobile App

- Quick access to benefit details
- Store your ID Cards

Get Access Code

Do You Have Questions?
If you need additional assistance, please contact Relph Benefit Advisors. We look forward to helping you!

Hours: 8:00 a.m. - 4:30 p.m. EST
Toll- Free Number: 800-836-0026
Relph Benefit Advisors
800 Parker Hill Drive, Ste 100
Rochester, NY 14625

Review Your Current Plan Anytime—in the **Benefits** tab, Click **Benefits Summary**

Forgot Your Password?

- 1- Click the link **'Forgot Your Password?'**
- 2- Enter your social Security Number, Date of Birth, Zip Code and Company Key (**HAMILT**).
- 3- Answer your security phrase.
- 4- Enter and confirm a new password, then click **'Continue'** to return to the login page.

Life-Changing Event?

30-days—Documentation must be submitted for:
Marriage /Divorce
Change in job status for you or an enrolled dependent
Birth or adoption of a child

"MyChoice Mobile" App

Available at the app Store:
—Android: Google Play
—iPhone: Apple
You can:
-Access current plans
-Complete Open Enrollment
-Get alerts and much more!

CONSENT TO RECEIVE ELECTRONIC NOTICES:

The following documents and notices are provided to you electronically containing important information regarding eligibility, coverage, benefits and rights.

Once you login to AleraGray, these documents are available in the Reference Center.

- Summary Plan Descriptions
- Summary of Material Modifications
- Summary Annual Reports
- Forms 1095-B/1095-C
- Summary of Benefits & Coverage + Uniform Glossary of Terms
- Michelle's Law Notice
- Women's Health & Cancer Rights Act Notices
- Newborns & Mothers Health Protection Act Notice
- Medical Loss Ratio Rule Notice
- Notice of HIPAA Privacy Practices
- Notice of HIPAA Special Enrollment Rights
- Important Notice about Your Prescription Drug Coverage & Medicare
- Premium Assistance under Medicare & Children's Health Insurance Program (CHIP)

- Model General Notice of COBRA Continuation Coverage Rights
- Your Rights & Protections Against Surprise Medical Bills

You are entitled to request and obtain a paper copy of any electronically furnished document free of charge or to revoke your consent at any time by calling Human Resources.

In order to access information provided electronically, you must have:

- A computer/electronic device with internet access
- An email account that allows you to send and receive emails
- Microsoft Word 95 (or higher)
- Adobe Acrobat Reader 5.0 (or higher)

Use the Website **Reference Center** | Call the Customer Support **1-800-836-0026, x7400**

 support@aleraicare.zendesk.com