

# SUPPLEMENTAL BENEFITS SYSTEM ENROLLMENT INSTRUCTIONS

## It's Time to Enroll

You must enroll within 30 days of the date you are hired or the date of your qualified status change. You may access the systems as often as you wish during the first 30 days of your employment or following your status change to change any of the choices you have made.

- 1 First, review the worksheet—this will help you experiment with different combinations of benefits that will meet your unique needs and budget. It's important that you complete the worksheet by recording the options and price tags of the benefits you want before enrolling. The enrollment system will “walk you through” the options appearing on your worksheet.
- 2 Second, decide how you would like to enroll—over the telephone, or through our Internet enrollment system.

The telephone enrollment system is a convenient way to enroll. You can call the system any time of the day or night, from any touch-tone telephone. The toll-free number to call is:



**1-888-AKBENES (1-888-252-3637)**  
**(In Juneau, please call 465-5050)**

To enroll using the telephone enrollment system, you will need your Social Security number and your Personal Identification Number (PIN). (New hires do not need a PIN.) After calling the system, you will hear: *“Welcome to the Alaska benefit's telephone enrollment system. Please enter your nine digit Social Security number now.”* Just follow the instructions to enter the codes noted on your paperwork.



You can also enroll using your computer, through our Internet enrollment site. You can access the system and enroll any time of the day or night. The Internet address is:

**[www.state.ak.us/dr](http://www.state.ak.us/dr)**

To enroll using the Internet enrollment system, you will need your Social Security number and your Personal Identification Number (PIN). (New hires do not need a PIN.) After logging into our website, select the “enrollment” button on the left to get to the enrollment system. Then enter your nine digit Social Security number to begin the enrollment process and just follow the on-line instructions to complete your enrollment. The Internet form is best viewed using Netscape (version 4.7 or greater) or Internet Explorer (version 5.5 or greater). The latest versions of these software packages can be downloaded from our website.