



Enrolling on BroadridgeBenefits.com

To enroll in your benefits online from anywhere that you have access to the internet (including a mobile phone), go to BroadridgeBenefits.com and:

- 1 Review all 2021 benefits information posted as well as other benefits information available on the site, including available tools and resources, such as ALEX (to help you compare plan options and costs)
- 2 When you are ready, click **Enroll Now** at the top. Once you click **Enroll Now**, you will need to know your User ID and Password.
 - Your **User ID** is your Employee ID
 - Your **Password** is the same password that you use to access WorkDay

If you do not know your password and you are unable to reset it for any reason, **you can still enroll online by taking the following steps:**

- Copy this link into a web browser: <https://btr.lifeworkportal.com/ess/broadridgeOE2020/>
- Once there, follow the full instructions to register provided on the screen.
 - Your **Registration ID** is your Employee ID
 - Your **Registration Password** is the last 4 digits of your SSN + your birth year. Example, if the last four digits of your SSN is 1234 and your birth year is 1983, you will enter 12341983
- 3 Once you are able to login, do the following:
 - If you land on page that looks like this first, click the **My Benefits Enrollment** tab.
 
 - Then, click **Enroll Now** to review and/or enroll in your 20201 benefit elections (you may be taken directly to this page).
 
 - After you go through the enrollment process, remember to **Submit** and finalize your elections. You will have until October 29 to go back and make changes.

Contact the Benefits Service Center with any questions at +1 877 869 5182 (8AM to 6PM EST)