

ENROLL IN BERNIE PORTAL

Step 1. The first of the month after 60 days of employment (not to exceed 90 days) you are eligible to enroll in benefits. For example, if you are hired 6/15 your eligibility would be 9/1.

Step 2 Navigate to app.bernieportal.com/en/login

You can make your elections ONLINE through the Bernie Portal at any time up until your eligibility date to choose or waive the policies offered. If you do not make your elections within that time frame, the portal will close and you will no longer have access to enroll in any insurance policies until open enrollment which is May 1st of every year.

Step 3. Each employee is registered on the Bernie Portal upon onboarding.

You should have received a welcome e-mail from the Bernie Portal to your personal e-mail address that you provided. Follow the link in the e-mail to create your account. You MUST create an account and login to select and/or waive your coverages.

- Oxford with Liberty Medical Insurance
- Alpine with HRA and FSA/ Dependent Care
- Guardian with Dental and Vision
- Guardian with Voluntary Life & AD&D, Disability and Supplemental
- Alpine with COBRA
- If you decide during the enrollment process that you would no longer like to enroll in a plan, you can decline or waived coverage by checking the box next to "Decline Coverage" and clicking "Decline."

Step 4. When you have finished making your enrollment selections, you will arrive at the Benefit Plan Selection Review screen,

where you will see a summary of the plans in which you have enrolled. If you need to make an adjustment, select the plan from the side bar. Otherwise, click "Finalize."

After finalizing your selections, you will be brought to the Benefit Confirmation page. From here, you can print your selections in case you want to review them later.

Viewing Coverage Information: After enrolling in benefits, you can view and print your plan information from the "Current Benefits" section on the Main Menu.

Adding a Qualifying Event: When an employee experiences a qualifying event (i.e. marriage/divorce, birth of a child, loss/gain of dependent, becoming a citizen, involuntary loss of coverage), BerniePortal can record that change and open the individual's account to make election changes. Select the "Employees" tab in the top navigation menu.

Locate the employee who has a qualifying event, hover over their action wheel, and select "Qualifying Event." Proceed to "unfreeze" the employees benefit elections by clicking "Okay."

Once an employee is opened for "Qualifying Event" they will show as "Awaiting Elections" status.

Employees will be prompted to enter the date and reason for the Qualifying Event upon enrollment.