HOW TO ENROLL ONLINE

Step 1. Connect to the website through your web browser at https://pierceins.com/fallschurchva/ then click the 'Enroll' button:

ENROLL

Step 2. At the 'Enrollment Site' screen, enter your *employee ID* or *Social Security Number* and your personal identification number

For added convenience, you may download the mobile app through your web browser at <u>https://pierceins.com/apps/</u>. Under this option, select your employer from the drop-down, scroll to the 'How to Enroll'

(PIN). If you are logging in for the first time, your PIN is a combination of the last 4 digits of your SSN and the last 2 digits of your year of birth.

e Contra	Your Benefits Enrollment
	To use this website, you must have your employee ID or Social Security Number and your confidential Personal Identification Number (PIN). If you have questions or need help, please contact your Human Resources Department.
and the sol as	Employee ID or Username:
	PIN:
	By entering your Employee ID or Username and Personal Identification Number, you are agreeing to the Terms of Use .
	Forgot Password Log in

When logging in for the first time, the system will prompt you to update your password.

Step 3 - When the Welcome Page appears on your screen you have successfully logged in! Click Next to move to the next page.

Click ' You and update perso on your dependents of	l Your Family' to nal information rself, your or beneficiaries	Use the ' Next ' button to proceed through the pages.		
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	11 of 12 in process (0% Complete)	PIERCE INSURANCE		

HOW TO ENROLL ONLINE

	11 of 1	2 in process (0% Complete))		PIERCE INSURAL	NCE lists Since 1995	F
Home You & Your Family	+ My Benefits +	Sign & Submit				< Back	Next 🗲
My Benefits							
Below is a list of your curre	nt benefit elections.(Click "Review" for benefit in	formation and to elect or decline	e coverage.	My Benefits		
O HealthEquity You have to complete en	Flexible Spendi	ng Account		Review	 HealthEquity Flexib Spending Account Dependent Care FS/ (Health Equity) Aflac Group Acciden 70000 Series 	ie \$0 4 \$0 it \$0	0.00 0.00 0.00
O Dependent C You have to complete en	are FSA (Health nrollment in this plan.	Equity)		Review	 Transamerica CancerSelect Plus Aflac Group Hospita 80000 Series Aflac Group Critical 21000 Series Chubb Disability Chubb Disability 	\$0 I \$0 Illness \$0 \$0 Si	0.00 0.00 0.00
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O Aflac Group H You have to complete en	lospital 80000 Sonollment in this plan.	eries		Review			

Step 4. Select or waive coverage as you proceed through the enrollment.

Step 5. Sign and submit your enrollment. Enter your PIN and click 'Sign Form'.

If you have any questions about your enrollment, please contact Pierce Insurance:

Call 800-421-3142 or chat at pierceins.com/fallschurchva/.

You may log back into the enrollment site to verify you submitted your enrollment form. A Benefit Summary will be emailed to you.