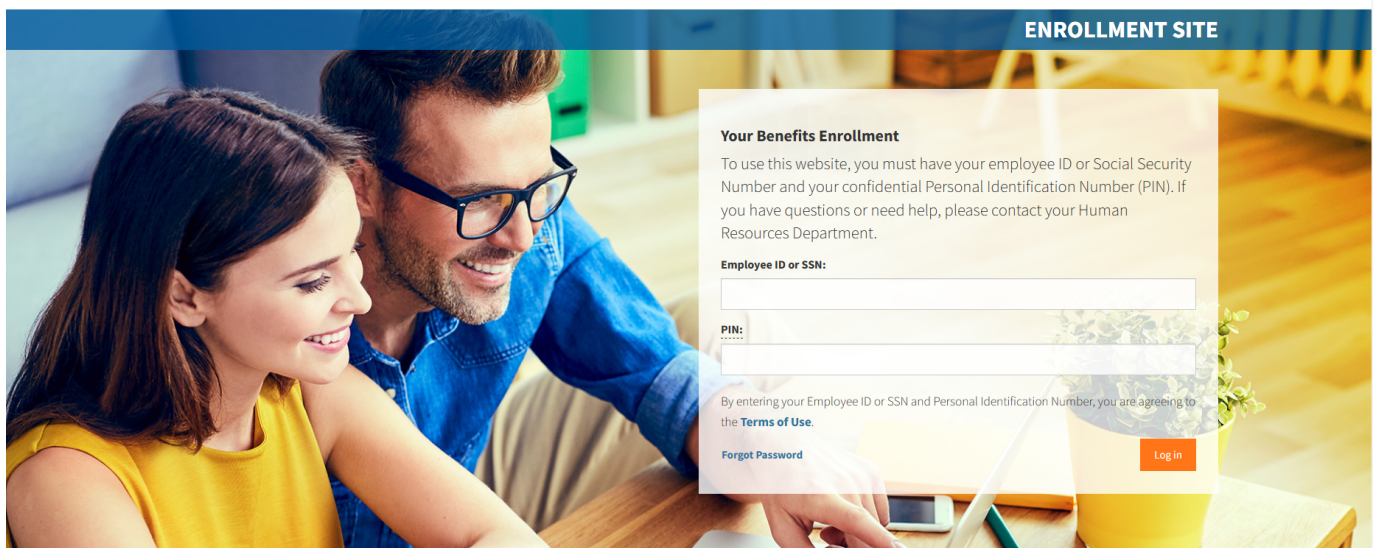


## Online benefit enrollment is easy! Just follow these steps

- At the “Login” screen, enter your Social Security Number and your personal identification number (PIN).

PIN Instructions:

1. If you are logging in for the first time, your PIN is a combination of the last 4 digits of your Social Security Number and the 2-digit year of your birth. On your first log in, you will be prompted to change your PIN.  
For example, if the last 4 digits of your SSN are 3214 and you were born on September 21, 1968, your PIN in would be “321468”.
2. If you are not currently enrolled, click “New Employee? Click here” and you will be prompted to enter your information and make your enrollment elections.
3. If you have logged in previously, enter your existing PIN; if you don’t remember your PIN, select Forgot PIN.



- Once you have logged in you will simply navigate through the system by selecting "Next" as you review your benefit options and make your selections.
- When you see "Congratulations" on your screen, you have successfully enrolled/changed your coverage.
- If you enter an email address in the system, you will receive confirmation of your enrollment by email.

If you need assistance with your enrollment or have questions regarding your benefits, we are here for you. You may:

- Call [800-421-3142](tel:800-421-3142)
- Email [info@pierceins.com](mailto:info@pierceins.com)
- Chat online with a representative [pierceins.com/dogwoodstatebank](http://pierceins.com/dogwoodstatebank).