

FORSYTH COUNTY GOVERNMENT
2011-2012 Cafeteria Benefits
Internet Enrollment On-Line Instructions

Logon to the following website: <http://www.forsyth.cc> and click Departments and select Human Resources, (Located on the Forsyth County Government Home Page) and then select 2011 Open Enrollment and you will see the link to WECARE on that page.

How to log on to the enrollment site:

- Enter Case ID: M118
- Enter the **Online ID** which is: last 5-digits of your social security number, first initial of your first name on payroll records and the first initial of your last name on payroll records

- ❖ Example: SS# 245-45-4555 John Smith
- ❖ Online ID: 54555js

- Click on **Sign in**
- Enter your **password** which is: **enroll11**
- Enter **Security Code** and click **sign in**

1. **“On-line Service Agreement.”**- Please read the agreement
 - Click agree
 - Clicking agree will allow you to enter the site. Once you click agree, you will go to the **“Welcome Page”**
 - Click, **Enter**, to continue.
 - Clicking disagree will prevent you from viewing the rest of the internet site.
2. **“Start Page”**
 - Initially you will view the Start Page which contains important information relative to the site. Take a moment to read the information provided.
 - Click, Next, to continue
 - The next screen will be, **Employee Data (you can update and correct info on this screen by clicking, Change)**
 - Click **NEXT** to proceed to the following screen(s).
 - You may always go to the **navigation bar located on the left side of the screen** and choose the benefit that you wish to view, enroll in, or make changes without scrolling through all of the screens.
3. **“Election Summary”**
 - From the **Election Summary screen** you can review your benefit selection(s) and print a copy for your records.
 - To print the Election Summary, click on the **print confirmation statement tab** at the bottom of the page.
 - You will then need to click Print at the top of the **“Benefit Election Form” page**. Once you have printed, click, **Close Window**. Retain this print out as proof of the benefits that you selected for the 2011-2012 plan year.
4. Click **LOGOUT** at the top of the Election Summary screen. Please close your browser when you are finished.

If you should have any questions regarding this year's enrollment, please contact Staci Kelso in your Human Resources Department at (336) 703-2407 or Cindy Horton (704) 365-4280, ext.210.

- You may enter and exit the website and update your elections as often as you like from May 2nd thru May 13th, 2011. The site will recall the last change made each time you logon. For any changes you make, please print the benefit election summary confirmation statement for your records.

A couple of points to keep in mind:

- You will need to use Internet explorer version 6.0 or greater. If you experience difficulty using the website, check your Internet explorer version. **Mac Computers should have the latest version of Safari downloaded. If not, you may experience problems.**
- This is a secure website. Your password is preset as “enroll11”. However, you may change your personal password. Should you lose or forget your new password, have any problems enrolling on the web or have any questions, please call:
 - Susan Murphy / (704) 365-4280 ext. 232 or email susan@markiiifinancial.com
 - Cindy Horton / (704) 365-4280 ext. 210 or email: cindy@markiiifinancial.com
 - Staci Kelso / (336) 703-2407 or email: kelsosl@forsyth.cc
 - You can also see a Mark III representative at any of the scheduled locations.
- When you have made your final decisions, **review** and **print** a benefit election summary for the 2011 – 2012 plan year to retain for your records.
- You may enter and re-enter the site as often as you like between May 2nd and May 13, 2011. This site will remember the most recent changes made.
- You can review & print a copy of the Cafeteria Benefits booklet by clicking on the print confirmation button. Then click the printer icon to print a copy of the benefits booklet. Also, you will be able to view plan information from the appropriate screen while making your elections.
- You will need to enter dependent information for employees who have dependent coverage. Complete this step before proceeding to Benefits Elections.