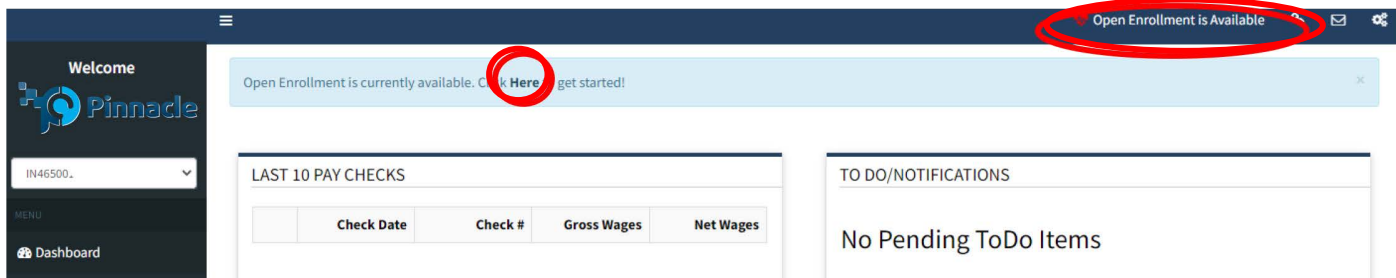


Benefits - Open Enrollment

How to Complete the Open – Enrollment Process on DNet:

1. Please use the link below to login to Dnet. Then enter you UserID and password.
<https://d15.darwinet.com/410D2>
Note: If you forgot your credentials or need a password reset, please email us at IT@pinnaclepeo.com
2. As soon as you login you will see a banner on top of your dashboard about Open Enrolment “Open Enrollment is currently available. Click **Here** to get Started”. Please click on **Here** as shown below or the **Open enrollment is Available** sign on the top right corner to begin Open Enrollment.



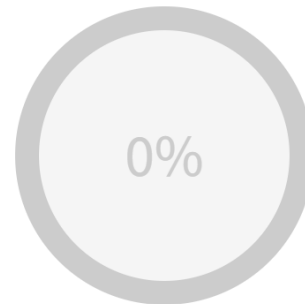
3. As soon as you click on it below window will open up, click on Continue Open Enrollment to start the process

Open Enrollment is Here!

Follow the enrollment wizard by clicking the button below to complete your Open Enrollment

Your Enrollment End Date is: 12/26/2022

[Continue Open Enrollment](#)




Percentage Complete

Annual Benefits Enrollment

If you have Open Enrollment questions our benefits Department is available to you at benefits@pinnaclepeo.com We look forward to serving all your benefits needs!

4. Next step is to add Dependent information for the benefit enrollment.



First Name	Middle Name	Last Name	SSN	Birth Date	Gender	Relationship	Lives with E...	Overage St...	Disabled	Actions
Zayne	G	Green	xxx-xx-5555	04/20/2018	Male	Son	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

← Back
+ Add Dependent
Next →

5. When you click on the + *Add Dependent* button, you will see this pop-up window:

Add a Dependent ×

<p>First Name <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>Birthdate <input type="text"/> </p> <p>Relationship <input type="text"/></p> <p>Overage Student <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES</p> <p>Smoker <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES</p> <p>Address 1 <input type="text"/></p> <p>City <input type="text"/></p> <p>Zip <input type="text"/></p> <p>Phone 2 <input type="text"/></p>	<p>Middle Name <input type="text"/></p> <p>Social Security Number <input type="text"/></p> <p>Gender <input type="text"/></p> <p>Lives With Employee <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES</p> <p>Disabled <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES</p> <p>Wellness <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES</p> <p>Address 2 <input type="text"/></p> <p>State <input type="text"/></p> <p>Phone 1 <input type="text"/></p> <p>Email <input type="text"/></p>
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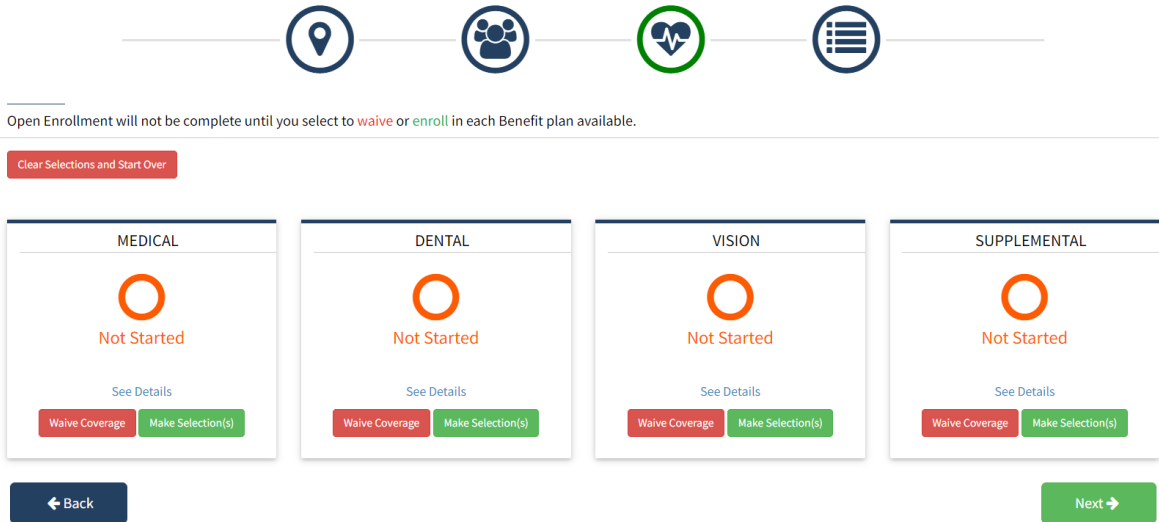
Cancel Create

NOTES:

- I. For the *Lives with Employee*, *Overage Student*, *Disabled*, *Smoker* and *Wellness* fields, click one either yes or no. The one that is green will be saved when you click on the *Create* button.
- II. The *Other* option in the *Relationship* field is available for situations when the person is not a spouse, son, or daughter of the employee
- III. Select *Yes* for the overage student if they are over the age of 25

Click the *Create* button after you have made your changes. On the screen that follows (the system takes you back to the main *Dependents* screen, click the *Next* button - unless you want to add another dependent. You will see the benefits plans for which you are eligible on the next screen (sample below).

Eligible Benefit Plans Window



Open Enrollment will not be complete until you select to **waive** or **enroll** in each Benefit plan available.

Clear Selections and Start Over

MEDICAL Not Started See Details Waive Coverage Make Selection(s)

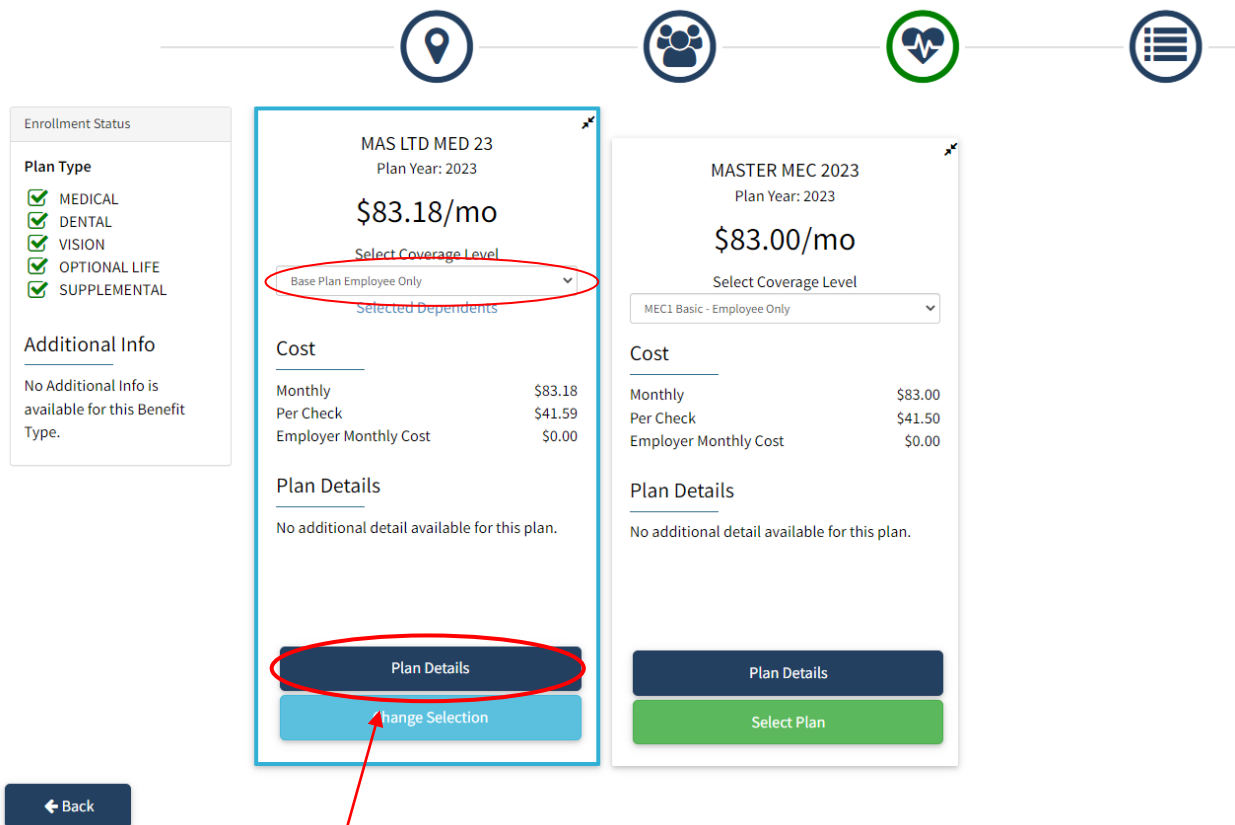
DENTAL Not Started See Details Waive Coverage Make Selection(s)

VISION Not Started See Details Waive Coverage Make Selection(s)

SUPPLEMENTAL Not Started See Details Waive Coverage Make Selection(s)

← Back Next →

6. When you click on the green *Make Selection(s)* button on one of the plans (e.g. Medical plan, or dental plan, or vision plan, or Supplemental plan), you will see the plans that are available to the employee – in a new window (sample below). You can select which ever plan is suitable for you. You can change the level on plan by clicking on the drop-down arrow as shown below.



Enrollment Status

Plan Type

- MEDICAL
- DENTAL
- VISION
- OPTIONAL LIFE
- SUPPLEMENTAL

Additional Info

No Additional Info is available for this Benefit Type.

MAS LTD MED 23
Plan Year: 2023
\$83.18/mo
Select Coverage Level
Base Plan Employee Only
Selected Dependents

Cost

Monthly	\$83.18
Per Check	\$41.59
Employer Monthly Cost	\$0.00

Plan Details

No additional detail available for this plan.

Plan Details

Change Selection

MASTER MEC 2023
Plan Year: 2023
\$83.00/mo
Select Coverage Level
MEC1 Basic - Employee Only

Cost

Monthly	\$83.00
Per Check	\$41.50
Employer Monthly Cost	\$0.00

Plan Details

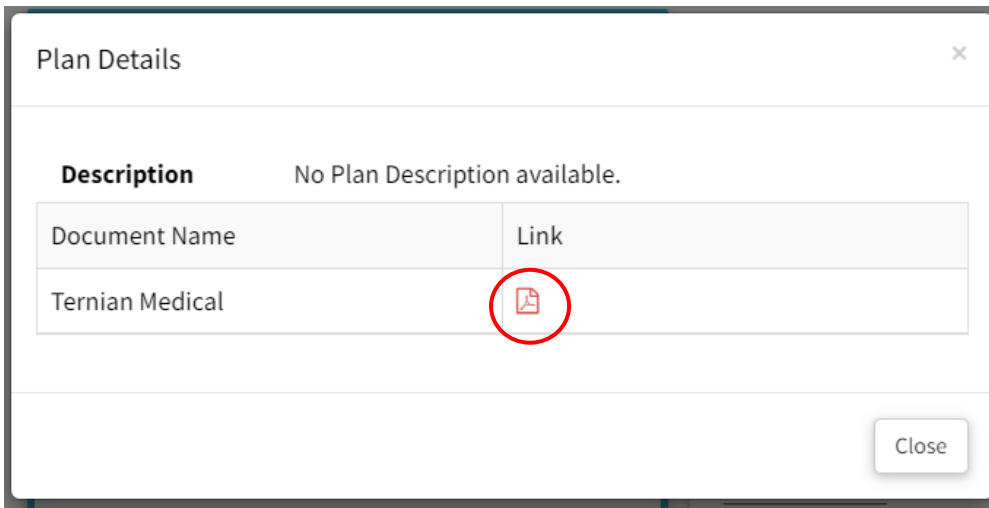
No additional detail available for this plan.

Plan Details

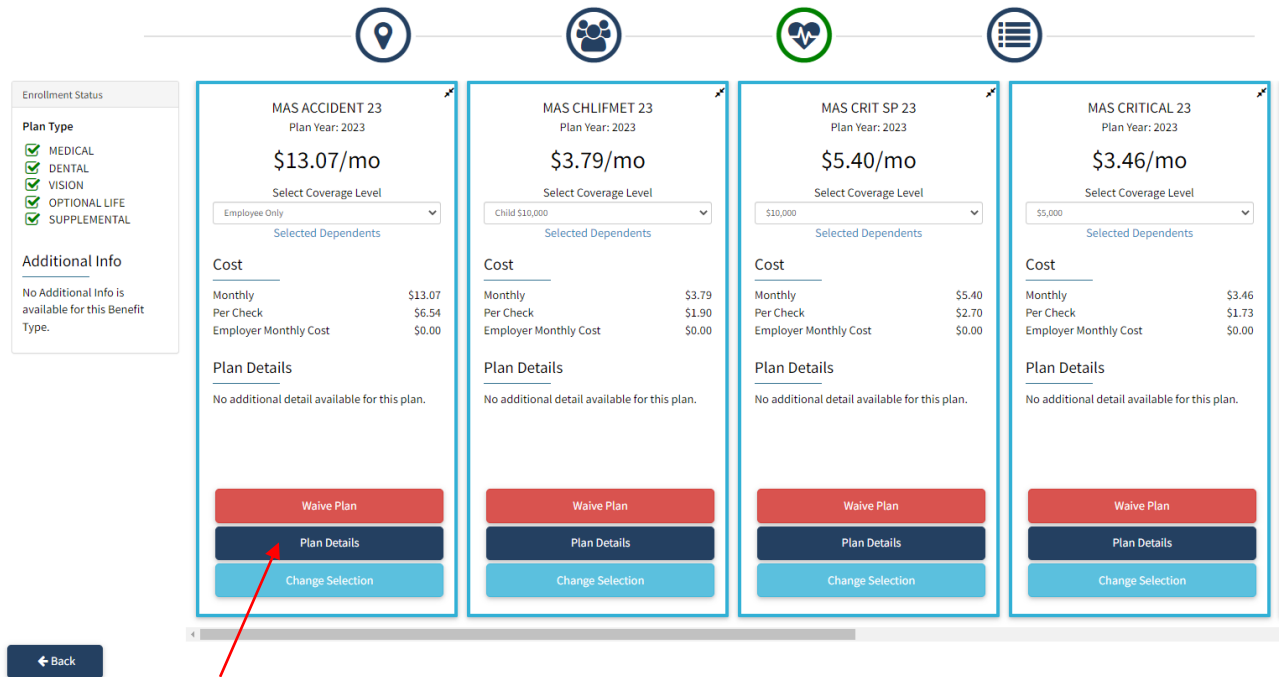
Select Plan

← Back

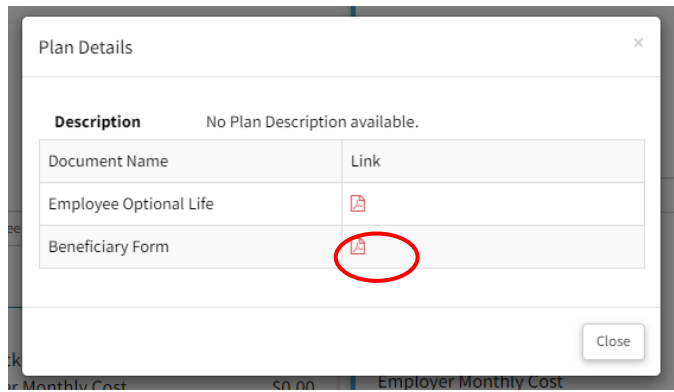
7. When you click on Plan Details in the above screen a pop up window will show up as below, When you click on the PDF Document sign, detailed description of the plan will open up in new web page.



8. Repeat steps 6 and 7 for Dental and Vision.
9. Last one is Supplemental plans, as soon as you select Supplemental below screen will show up, here you have to make a selection/waive the plans that show up on the screen, you need to scroll all the way to the right and make the selections.

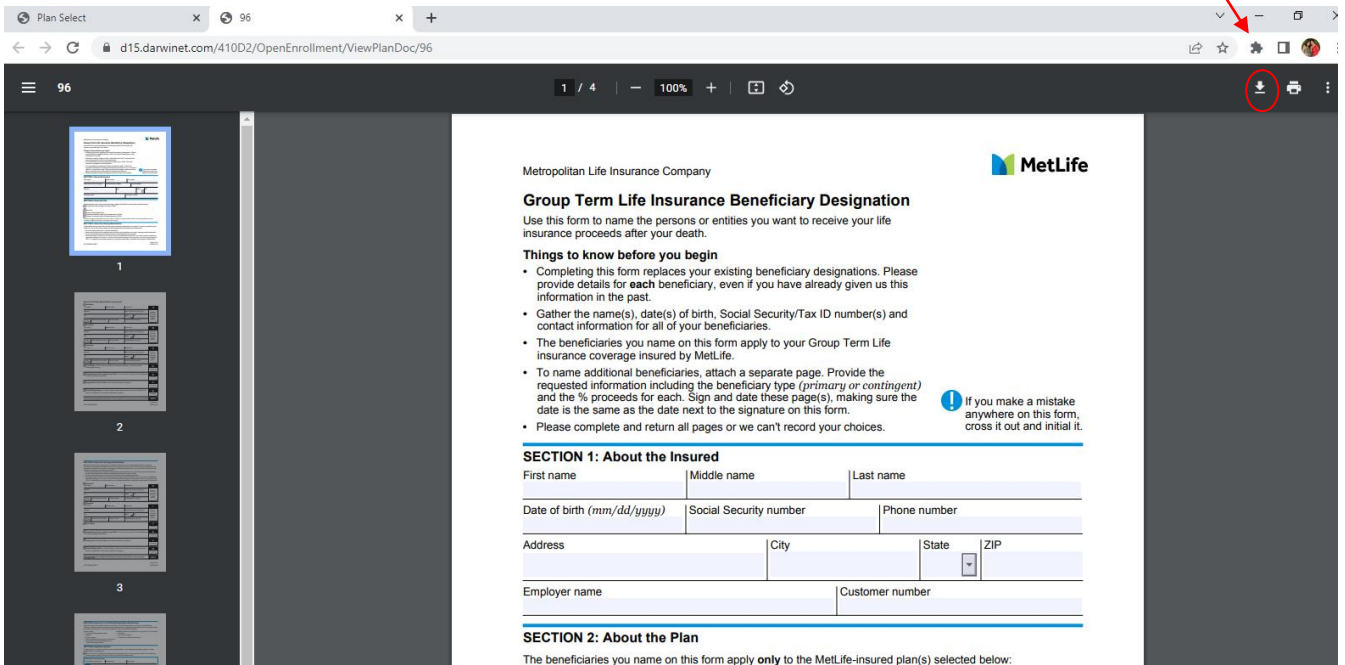


10. Click on **Plan Details** for the Optional Life plans (The plans names are **MAS OPLIFMET 23** and **MAS SPLIFMET 23**) then a pop-up window will open as shown below. Click on the PDF that says Beneficiary Form.

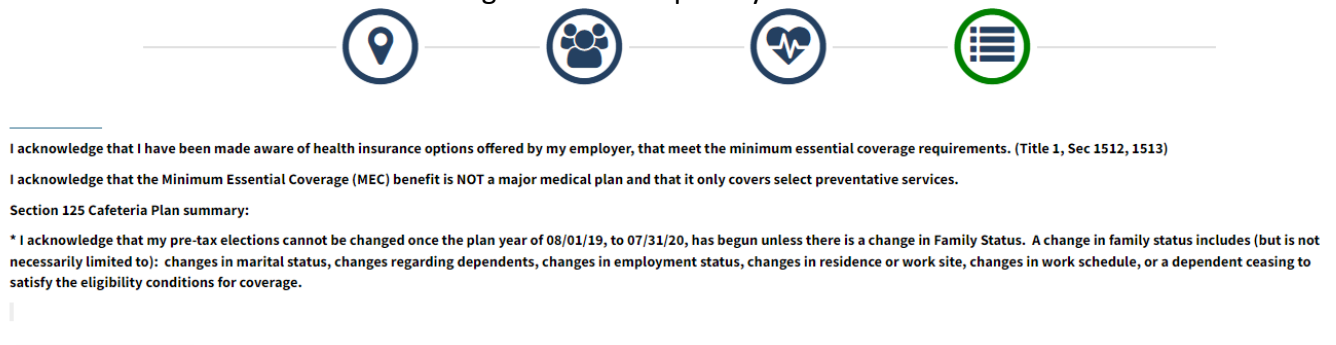


11. A web form will open in the new window like shown below. Please fill out the form, Download it after you finished the form. Save it on your computer and email it to Benefits@pinnaclepeo.com

















*Note: Please make sure you email the form if you choose Optional life plans and add the **subject: Dorulla 2023 Beneficiary Form***



12. After the all the plans selections are finished it will take you to the final step the summary page as shown below. Below is the acknowledgement of the plans you selected.



13. As shown below you can also look at the plan summary Your Monthly cost, per pay check cost and the totals in the end.

Plan Type	Plan Name	Effective Date	Coverage Type	Your Monthly Cost	Cost Per Pay Period	Employer Monthly Contribution	Information
OPTIONAL LIFE	MAS OLIF MET 23	1/1/2023		\$0.00	\$0.00	\$0.00	  
SUPPLEMENTAL	MAS ACCIDENT 23	1/1/2023	Employee Only	\$13.07	\$6.54	\$0.00	  
SUPPLEMENTAL	MAS CHLIFMET 23	1/1/2023	Child \$1,000	\$0.38	\$0.19	\$0.00	  
DENTAL	MAS DEN CIG 23	1/1/2023	Employee Only	\$19.73	\$9.87	\$0.00	  
MEDICAL	MAS LTD MED 23	1/1/2023	Base Plan Employee Only	\$83.18	\$41.59	\$0.00	  
VISION	MAS VIS MET 23	1/1/2023	Low - Employee Only	\$9.21	\$4.61	\$0.00	  
Totals				\$125.57	\$62.79	\$0.00	

14. Final step is to complete the electronic signature by entering your Username, Social Security Number and Password. Now click on Submit. Your electronic onboarding is finished.

Electronic Signature

Username:
Social Security Number:
Password:

15. The below message will show up on the top of the screen highlighted in green to confirm that Open enrollment finished successfully.

Success: Open Enrollment has been successfully completed. ×

You have already completed your Open Enrollment selections for this plan year. If you would like to change your previous elections, please click [Here](#) ×