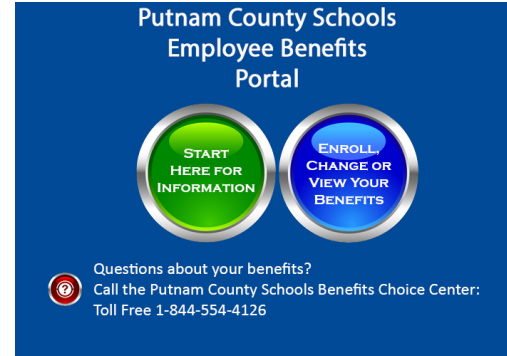




How To Enroll

Step ONE:

Visit **MyPutnamBenefits.com** and Click on the blue “Enroll, Change or View Your Benefits” portal button.

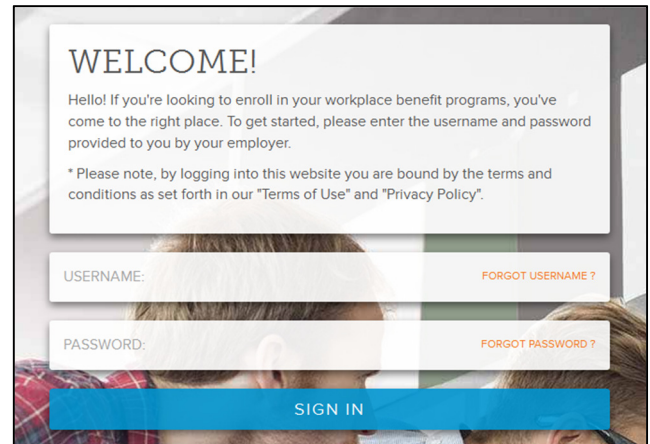


Step TWO:

To access the enrollment system a username and password will be needed.

Username = Up to first 6 letters of last name, first letter of first name and last 4 numbers of Social Security Number (Example – John Smith 111-22-3333; User Name is smithj3333)

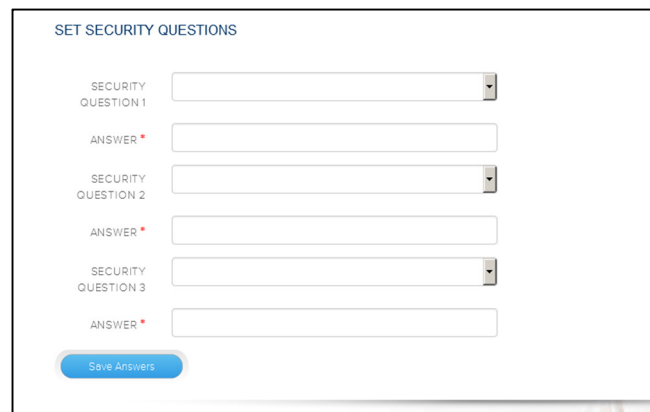
Password = Social Security Number without dashes (Example – 111-22-3333; Password is 111223333)



Step THREE:

If this is your first time enrolling in the system, you will follow Step Three.

After initial access, 3 security questions must be answered and a new password created.

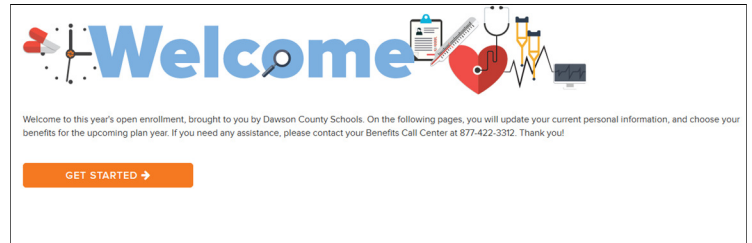




How To Enroll

Step FOUR:

Follow prompts to the **Welcome** page and then to update **Personal Information** and **Dependents/Beneficiaries**. To cover a spouse or child(ren), enter them as dependents. You will be required to enter SSNs for all enrolled dependents. Next, continue through each benefit, checking the box to select or waive coverage. The box changes to orange when checked and saved.



Step FIVE:

After completion, the **Consolidated Enrollment Form** will show your current enrollment elections in effect now for 2015, and your future benefits elections effective January 1, 2016. At the bottom of the page you can **Print** or **Email** yourself a copy of the enrollment form. Make sure to click **Finish** to complete your enrollment.

