

Welcome to Your
Employee Benefits Destination!

www.mybensite.com/buffalo

Step 1: Know Your Benefit Options

We believe that employees are our greatest resource. We offer a competitive benefit package for you and your family, and the support system to help you make great decisions.

Review your Benefits Supersite and know your options:

- ▷ Benefit summaries
- ▷ Side-by-side comparisons
- ▷ Insurance carrier information
- ▷ Member service information
- ▷ Provider search directories
- ▷ Forms and plan documents

Step 2: Benefit Shopping

Click **Enroll Now** to shop and elect benefits:

- ▷ Step-by-step enrollment guidance
- ▷ Cost per paycheck is displayed for each benefit elected.
- ▷ Add and manage covered dependents.
- ▷ Update beneficiaries
- ▷ Review and submit final elections.
- ▷ Print your Benefit Confirmation Statement (BCS) for your records.

New Member Login

Create Account: Verify employee last name, date of birth and last 4 digits of Social Security Number.

Email: An email address is required. Your email becomes your username.

If you do not have an email, there are Gmail or Yahoo links to establish a free email account.

Password: Create and confirm your password to complete registration.

New Members
Create Your Benefit Account

Last Name	<input type="text"/>	<input type="button" value="Next"/>
Date of Birth	<input type="text"/>	Last four (4) of SSN <input type="text"/>
Email	<input type="text"/>	<input type="button" value="Next"/>
Create Password	<input type="password"/>	Confirm Password <input type="password"/>

I have read and accept the Employee Usage Agreement and Website Use Terms and Conditions.

Employee Registration

Existing Member Login

In the Employee Login section, enter your email address and password, then check the box to agree to website terms and conditions.

Employee Login
Access Your Employee Benefits

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I have read and accept the Employee Usage Agreement and Website Use Terms and Conditions.

Employee Login

Forgot Password

WHEN CAN I ENROLL?

New Hires

You must enroll during your new hire eligibility window.

- ▷ Benefits are effective **on** your date of hire.
- ▷ You have **30** days from your date of hire to complete your enrollment.

If you fail to enroll on time, you must experience a qualifying event, or wait until your annual open enrollment.

Qualifying Events

If you experience a “Qualifying Event,” such as marriage, birth, adoption, loss of other coverage, etc., you must request the appropriate changes online in the benefits portal and supply the required documentation within **30** days of the event.

If you are unable to meet this requirement, you may need to wait until open enrollment to make changes.

Open Enrollment

You may enroll and make changes online during the annual open enrollment window.

Once open enrollment has closed, you may not make any changes to your benefit elections unless you experience a qualifying event.

