

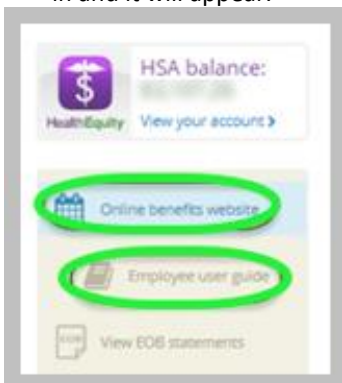


CREATING/LOGGING IN YOUR MYMESSA ACCOUNT

- Go to www.messa.org
- Click MyMESSA Login
- Log in to your account
- If you do not have an account, Create one now

ACCESSING MESSA'S ONLINE BENEFITS WEBSITE

- Once logged in to your account, click on the **“Online benefits website”** link in the box on the left side of the screen. (If you do not see this link, logout and log back in and it will appear.)



ELECTING YOUR MESSA BENEFITS

- Click “Make Benefit Elections”

Demographics

- Review your Demographic Information and make any necessary updates.
- When finished, click the **“I agree”** box and click **“Continue”**.

Dependents

- Review/add/edit your Family Information.
- When finished, click the **“I agree”** box and click **“Continue”**.

Benefit Election

- To elect benefits, click on **“View Plan Options”** Step

- To cover a dependent, check the box next to their name and click continue.
- To remove a dependent, uncheck the box next to their name.
- Click **“Continue”**.
- Select a benefit plan by clicking **“Select”**.
- When finished electing all benefits, click **“Continue”** on the right-hand side.

Beneficiaries

- It's recommended that you designate at least one primary beneficiary.
 - Dependents will automatically appear, however, you may **"Add New Beneficiary"** if you'd like to designate someone other than a dependent.
 - Percentage total must equal 100%.
- When finished click **"Continue"**.

Other Medical Insurance

- If you and/or a dependent are enrolled in MESSA medical coverage and have other medical coverage, you will be required to enter information about the other coverage.
- Click **"Yes"** next to **"Current or Prior Coverages"** and enter the following information.
- Once you have entered the information, click **"Save"**.
- If you do not have other medical coverage, keep **"Current or Prior Coverages"** as **"No"** and click **"Continue"**.

Review and Confirm

- Now that you have elected all of your benefits, review your selections and scroll to the bottom of the page to view the **"Participation"** statement. Check the **"I agree, and I'm finished with my enrollment"** box

Confirmation Statement

- You may view, email, or print your confirmation statement.