

ON-LINE ENROLLMENT INSTRUCTIONS

Open October 1st thru October 31st

Login at: www.sabcflex.com/content/sabcelect-on-line

Login to your customer portal if you are a flex participant or just go to www.sabcflex.com and click on [SABCElect online](#).

If you are not flex participant (not using customer portal) enter your employee number (no dashes) as your employee ID, and your six digit date of birth as your password (mmddyy).

Step 1. Review and revise any personal information that is incorrect. Follow the instructions to the next page.

Step 2. Review your current information. If correct and you have no changes, continue to the next page. If you wish to **enroll** in the **dental**, click the **enroll** button next to the product and follow the instructions. Complete the online application. Once complete, you will return to the Cafeteria Plan enrollment. To **cancel** any supplemental **insurance** product, click the **terminate** button and complete the online form. To review or make changes to your current dental, select change/review.

Step 3. Make your Flexible Spending election. If you are electing to participate in Flexible Spending, please have your direct deposit information available to enter online.

Step 4. Review the summary of your election, if correct, proceed to the next step. If incorrect, click the back button.

Step 5. Read the plan provisions, acknowledge that you understand, and sign using your employee #. Your enrollment is complete. Please print or email yourself a copy for your records and click done.

If you have questions or trouble with online enrollment, contact Southern Administrators and Benefit Consultants Inc. at 601-856-9933.