

HOW TO ENROLL

With **24/7 access**, you can enroll from home or work! Enroll through **Benefitfirst.com** or the **Benefitfirst App**.

smiths



Your Company ID: **1197**

1. Log on at www.benefitfirst.com OR on our mobile app.*
2. Enter your company ID.
3. Create a user ID.
4. Create your own Password.
5. Log in and follow the instructions.

*Available on iOS (Apple) and Android (Google Play).
Visit your device app store.

Once you've logged on, follow these simple instructions:

- Enter your name as it appears on your paycheck and your date of birth in the following format: **MM/DD/YYYY**.
- Choose a unique, confidential password and click **SUBMIT**.
- On the **John Crane** homepage choose **ENROLL NOW!**
- If you are a new hire, choose **ENROLL IN OR DECLINE BENEFITS AS A NEWLY ELIGIBLE EMPLOYEE**.
- If you are an existing employee going through annual enrollment or wanting to make a family status change, choose the appropriate transaction and click **CONTINUE**.
- Check your personal information for accuracy and click **NEXT**.
- Add any eligible dependents to the dependent screen and click **NEXT**.
- Starting with the medical screen, complete your selections. Choose the level of coverage, the plan desired and the dependents to be added.
- At the final enrollment screen, you will be required to review your elections and certify them by re-entering your password.
- The final step is to click the **SUBMIT** button. That's it...the entire process can take as little as 4 minutes to complete.



Need an explanation of insurance terms or help deciding between your benefit options? Visit the Decision Support Center on your Benefitfirst homepage for a library of frequently asked questions.