

# 2021 Open Enrollment Instructions

*October 19-30, 2020*



**JM Family**  
Enterprises

# Accessing My Benefits Through AIM

- Go to AIM.jmfamily.com
- Navigate to Menu->Myself->Manage my Benefits

The screenshot displays the AIM.jmfamily.com user interface. At the top, there is a navigation bar with three main sections: 'MENU' (highlighted with a red circle and the number 1), 'MYSELF' (highlighted with a red circle and the number 2), and 'ADMINISTRATION'. Below the 'MENU' section, there are two main categories: 'Home' and 'Inbox'. The 'Home' category includes links for 'Personal' (Name, Address, and Telephone; Status/Key Dates; Emergency Contacts; Private Info), 'My Company' (Company Info; Directory; Organization Chart; Job Openings), and 'Jobs' (Job Summary; Compensation; Job History; Reviews; Other Company Info). The 'MYSELF' section is further divided into four sub-sections: 'Career & Education' (Goals; Goal Planning; Competencies; Individual Development; Licenses; Skills; Previous Employment; Awards; Education; Career Aspirations; Strengths/Areas of Development; Key Accomplishments), 'Pay' (Current Pay Statement; Pay History; YTD Summary; Direct Deposit; Income Tax; W-2), 'Benefits' (Benefits Summary; Manage My Benefits), and 'Documents' (Documents; Document; Acknowledgment). The 'Manage My Benefits' link under the 'Benefits' section is highlighted with a red circle and the number 3.

1 MENU	2 MYSELF	ADMINISTRATION
<b>Home</b> Home <b>Inbox</b> Inbox	<b>Personal</b> Name, Address, and Telephone Status/Key Dates Emergency Contacts Private Info <b>My Company</b> Company Info Directory Organization Chart Job Openings <b>Jobs</b> Job Summary Compensation Job History Reviews Other Company Info	<b>Career &amp; Education</b> Goals Goal Planning Competencies Individual Development Licenses Skills Previous Employment Awards Education Career Aspirations Strengths/Areas of Development Key Accomplishments <b>Training History</b> Completed Training History Add Other Professional Development <b>Pay</b> Current Pay Statement Pay History YTD Summary Direct Deposit Income Tax W-2 <b>Benefits</b> Benefits Summary Manage My Benefits <b>Documents</b> Documents Document Acknowledgment

# How to Begin 2021 Open Enrollment

- Click **Get Started** on screen pictured below
- Then on the next screen review your personal data and click **Next: Review My Family**

The screenshot displays the AIM Benefits Prime Admin web application. The top navigation bar includes a 'MENU' dropdown, 'Administration Benefits Prime Admin', the AIM logo, a user profile dropdown, and links for 'Company', 'To Do', 'Share Ideas', and 'Help'. A shopping cart icon shows '\$0.00 Per Pay Period'. The left sidebar contains links for 'Home', 'Profile', 'Benefits' (with a red notification icon), and 'Documents'. The main content area features a welcome message: 'Welcome [Name] you have [Days] days left to enroll.' followed by the heading 'Shop and Enroll in Benefits' and the text 'Let's start with your profile and see if anything has changed since last year.' A prominent 'Get Started' button is displayed. Below this is a progress bar with three steps: 'Review Profile' (person icon), 'Shop Benefits' (shopping cart icon), and 'Checkout' (checkmark icon). The 'Shop Benefits' step is currently active.

## Helpful Tips

- Before starting your enrollment, you can add or remove any dependents from the “My Family” section. This will make the process smoother once you begin enrolling in each benefit (see next slide).
- All dependents on your current plan or added from the “My Family” section will be automatically included in each enrollment. Click the “Edit Family Covered” option to remove dependents for that particular benefit
- You’ll first be prompted to enroll in benefits you’ve not previously elected. This includes spending account contribution amounts (HSA, FSA, etc.) that you must renew or decline annually. Benefits previously elected can then be viewed and managed by scrolling further down
- If you have any questions, please contact Associate Care at **954-429-CARE (2273)** or via email at *associatecare@jmfamily.com*

# Reviewing Your Dependents

- The screen below shows your current dependents. You can edit, add and remove eligible dependents
- Selecting “Remove” will permanently remove the dependent from your benefits
- Selecting “Add Family Member” will enable you to add another dependent and enter their information. **You’ll be required to enter your dependent’s Social Security Number to proceed**
- When done reviewing your dependents, scroll down and click [Next: Shop for Benefits](#)

The screenshot displays the AIM Benefits Prime Admin web application. The top navigation bar includes a 'MENU' dropdown, the user's role 'Administration Benefits Prime Admin', the AIM logo, and links for 'Company', 'To Do', 'Share Ideas', and 'Help'. A shopping cart icon shows a balance of '\$0.00 Per Pay Period'. The left sidebar contains navigation links: Home, Profile (with a dropdown arrow), My Profile, My Family (highlighted), My Beneficiaries, and Contacts. Below these are links for Benefits (with a red notification icon) and Documents, both with right-pointing arrows. The main content area is titled 'Enroll your benefit eligible dependent(s)' and includes a paragraph explaining that users can view, add, or edit eligible dependents, noting that enrollment completion is required for coverage. Below this, the 'Current Family Members' section displays three cards for a Spouse, a Child, and a Disabled Dependent, each with their birth date and a 'View Details' link. At the bottom of each card are 'Remove' and 'Edit' buttons. The 'Remove' button for the Spouse and the 'Edit' button for the Child are circled in red. To the right of these cards is a dashed box containing a red circle with a plus sign and the text '+ Add Family Member'.

MENU Administration Benefits Prime Admin

AIM

Company To Do Share Ideas Help

Home

Profile

My Profile

**My Family**

My Beneficiaries

Contacts

Benefits

Documents

Enroll your benefit eligible dependent(s)

You are able to view, add or edit your benefit [eligible dependents](#) information here. Please keep in mind that you must complete your enrollment to have your dependent covered on your JM Family plans.

Current Family Members

Spouse  
Born 01/01/1980  
[View Details](#)  
[Remove](#) [Edit](#)

Child  
Born 01/01/2000  
[View Details](#)  
[Remove](#) [Edit](#)

Disabled Dependent  
Born 09/09/2019  
[View Details](#)  
[Remove](#) [Edit](#)

+ Add Family Member

# Completing Smoker and Family Surveys

- You may be prompted to respond to three surveys. Select your answer and then click on the arrow on the right side of your screen

The screenshot displays the AIM Benefits Prime Admin web application. The top navigation bar includes a 'MENU' dropdown, the user's role 'Administration Benefits Prime Admin', the AIM logo, and links for 'Company', 'To Do', 'Share Ideas', 'Help', and 'Logout'. A shopping cart icon shows a balance of '\$0.00 Per Pay Period'. The left sidebar contains navigation links: 'Home', 'Profile', 'Benefits' (with a red notification icon), 'Open Enrollment' (with a red 'Enrollment Incomplete' status), 'Current Benefits', and 'Documents'. The main content area shows 'Question 1 of 1' with a progress bar. The survey question is 'Have you used any form of tobacco in the past 12 months (e.g. pipe, chewing tobacco, cigarettes)?', marked as 'Required'. Below the question, the 'Subscriber' name is partially visible. Two radio button options are provided: 'No' and 'Yes'. A red callout bubble with the number '1' points to the 'Yes' option. A grey back arrow is on the left, and a teal forward arrow with a red callout bubble containing the number '2' is on the right. A vertical 'GuideMe' sidebar is visible on the far right.

MENU Administration Benefits Prime Admin

AIM

Company To Do Share Ideas Help Logout

Home

Profile

Benefits !

Open Enrollment Enrollment Incomplete

Current Benefits

Documents

Question 1 of 1

Have you used any form of tobacco in the past 12 months (e.g. pipe, chewing tobacco, cigarettes)? Required

Subscriber: [Name]

☐ No

☐ Yes

1

2

GuideMe

# Electing Spending Accounts (HSA, FSA, LPFSA, etc.)

- You have a few ways to set your annual contributions under each type of spending account
- You can also choose to maximize your contribution with a single click at the foot of the screen
- To decline contributing to a spending account, click decline just below the “Update Cart” button

The screenshot shows the 'Open Enrollment' section of a health plan website. On the left is a dark sidebar with navigation links: Home, Profile, Benefits (with a red notification icon), Open Enrollment (highlighted in red with 'Enrollment Incomplete' below it), Current Benefits, and Documents. The main content area has a teal header with a shopping cart icon and '\$104.00 Per Pay Period'. Below the header is a 'To Benefits' link. The 'Important Information' section contains an hsa bank logo and a message about eligibility. The 'Select Coverage Amount' section features two boxes: 'Total annual contribution \$2,400.00' and 'Per pay period contribution \$100.00'. Below these is a slider ranging from \$0 to \$5,500, with a marker at \$2,400. A red callout bubble points to the input field with the text 'Enter your desired annual contribution here'. Another red callout bubble points to the slider with the text 'Or use the slider to set your annual contribution'. Below the slider are input fields for 'Personal Contribution: \$2400.00' and 'Total Annual Contribution: \$2400.00'. At the bottom left is a 'Maximize My Contribution' link. On the right, the hsa bank logo is shown above the account name 'Health Savings Account Cigna Family', the contribution amount '\$100.00 Per Pay Period', an 'Update Cart' button, and a 'Decline Cigna Health Savings Account Family Benefits' link.

Home

Profile >

Benefits ! >

**Open Enrollment**  
Enrollment Incomplete

Current Benefits

Documents >

< To Benefits

Important Information

hsa bank own your health® You are eligible for this plan due to your selection of the Medical. If you want to edit your family covered for this benefit, you need to return to the Medical.

Select Coverage Amount

Total annual contribution  
\$2,400.00

Per pay period contribution  
\$100.00

\$0 \$2,400 \$5,500

Enter your desired annual contribution here

Or use the slider to set your annual contribution

Personal Contribution:  
\$2400.00

Total Annual Contribution:  
\$2400.00

↑ Maximize My Contribution

hsa bank own your health®

Health Savings Account Cigna Family

\$100.00  
Per Pay Period

Update Cart

Decline Cigna Health Savings Account Family Benefits

# Electing Plan Coverages (Medical, Dental, Vision)

- For each benefit type, you'll see the plans you may select from
- There will be options to view each plan or decline the benefit
- Selecting view plan will bring you to the image on the next slide

The screenshot shows a web application interface for selecting health plan coverages. On the left is a dark sidebar with navigation links: Home, Profile, Benefits (with a red notification icon), Open Enrollment (with a red 'Enrollment Incomplete' status), Current Benefits, and Documents. The main content area has a teal header with a shopping cart icon and '\$0.00 Per Pay Period'. Below the header, there's a 'Family Covered' section with a search bar and an 'Edit Family Covered' link. The 'Select a Plan' section displays three options: 1) 'Cigna Health Savings Account Plan (HSA)' with a cost of \$1,750 per pay period, 2) 'Cigna HRA Medical Plan' with a cost of \$1,500 per pay period, and 3) 'Decline Coverage'. Each plan card shows details like Annual Deductible, Coinsurance, and Individual Maximum, and includes a 'View Plan' button. The 'Decline Coverage' card has a 'Decline Medical Benefits' button. A 'Compare' checkbox is at the bottom of each plan card.

Home

Profile

Benefits

Open Enrollment  
Enrollment Incomplete

Current Benefits

Documents

Family Covered

Edit Family Covered

Select a Plan

**Cigna**  
Cigna Health Savings Account Plan (HSA)  
\$1,750  
Per Pay Period

Annual De...  
\$1,750 si...

Coinsuran...  
20% coi...

Individual ...  
Does not...

View Plan

Compare

**Cigna**  
Cigna HRA Medical Plan  
\$1,500  
Per Pay Period

Annual De...  
\$1,500 si...

Coinsuran...  
90% afte...

Individual ...  
\$3,000 p...

View Plan

Compare

**Decline Coverage**


Decline Medical Benefits



# Electing Plan Coverages (Medical, Dental, Vision)

- On this screen you can see the premium per pay period for all coverage levels
- Scrolling down on this screen shows a comprehensive overview of what the particular plan offers
- To finalize your election for each benefit, you must click [Update Cart](#)

Profile >

Benefits  ▾

Open Enrollment  
Enrollment Incomplete

Current Benefits

Documents >

[< To Available Plans](#)

Family Covered

[Edit Family Covered](#)

Past Benefit

Coverage effective from 06/11/2019 to 08/31/2019

Cigna HRA Medical Plan

\$ Per Pay Period

Coverage Levels

<div><div></div></div> Associate Only	\$ Per Pay Period
<div><div></div></div> Associate + Spouse	\$ Per Pay Period
<div><div></div></div> Associate + Child(ren)	\$ Per Pay Period
<div><div></div></div> Associate + Family	\$ Per Pay Period

Cigna

Cigna Health Savings Account Plan (HSA)

\$ Per Pay Period

[Update Cart](#)

[Decline Medical Benefits](#)

Note: All dependents currently on record will be automatically added to your plan. Select "Edit Family Covered" to remove any dependents you wish to exclude on the particular benefit

# Electing Life Insurance, AD&D, etc.

- For *Basic Life*, either acknowledge the default election set at the benefit amount equal 2-1/2 times your eligible earnings, up to \$500,000; OR instead elect the flat dollar benefit amount of \$50,000.  
For *AD&D*, you simply acknowledge the benefit which is set at 2-1/2 times your eligible earnings, up to \$500,000
- For other plans such as *Supplemental and Spouse Life*, you will see options for benefit amounts similar to what you see in image below
- Depending on your election, you may be required to provide Evidence of Insurability

The screenshot displays the Lincoln Financial Group enrollment portal. On the left is a dark sidebar with navigation links: Home, Profile, Benefits (with a red notification icon), Open Enrollment (marked as incomplete), Current Benefits, Documents, and a bottom section with a blurred link. The main content area has a teal header bar on the right showing a shopping cart icon and a total of \$104.00 Per Pay Period. Below the header, a teal link '< To Benefits' is visible. The 'Select Coverage Amount' section for Lincoln Financial Group features a dropdown menu that is open, showing the following options:

Select Amount	
Guaranteed Issue	
\$10,000.00	(\$0.75)
EOI Required	
\$20,000.00	(\$1.50)
\$25,000.00	(\$1.88)
\$50,000.00	(\$3.75)
\$75,000.00	(\$5.63)
\$100,000.00	(\$7.50)

Below the dropdown, the 'Family Covered' section lists 'Yourself, Brooks'. To the right, the 'Spouse Life Insurance' section shows a benefit amount of \$0.00 Per Pay Period, an 'Update Cart' button, and a link to 'Decline Spouse Life Insurance Benefits'.

# Checking Out

- After reviewing your elections, scroll to the foot of the page and click on **Review and Checkout**
- You must click this button in order for your benefit elections to be saved

Legal

**MetLife**

The MetLife Legal Plan

\$7.27

Per Pay Period

[View or Change Plan](#)

You are changing from: Decline

[Cancel Change](#)

Voluntary Benefits Acknowledgement

Generic

Voluntary Benefits Acknowledgement

[View or Change Plan](#)

Employer Contribution	\$302.17
Your Cost Per Pay Period	\$19.20

*You must select or decline all coverages before moving on*

**Review and Checkout**

# Checking Out cont'd

- Read the Associate Disclaimer at top of page and then scroll down to review your elections a final time
- After you've verified all your elections, click the **Checkout** button at the foot of the page

## Voluntary Benefits Acknowledgement

Generic **Voluntary Benefits Acknowledgement**

[View or Change Plan](#)

**Start Date:** 01/01/2020

**Coverage Level:** I Understand

Employer Contribution \$302.17

Your Cost Per Pay Period \$19.20

[< Back](#)

**Checkout**

# Obtaining a copy of your Benefit Elections Statement

- After checking out, you'll be brought to the final page summarizing your benefit elections
- On this page, you can obtain a statement confirming your elections by clicking one of the access options as illustrated below.

Home

Profile >

Benefits ▾

Open Enrollment

Current Benefits

Past Benefits

Documents >

Admin >

JM FAMILY ENTERPRISES, INC.

Welcome ▾

\$19.20 Per Pay Period

## Current Benefit Elections

Associate Authorization:  
I understand that coverage does not become effective until accepted by JM Family and the provider. Further, I have received information about JM Family's benefits programs and authorize appropriate deductions from my earnings to the extent that I am responsible for payment of premiums. I declare I am eligible to enroll in these plans and request coverage. I further declare that my spouse and/or child(ren) are **eligible dependents**. I hereby declare that, to the best of my knowledge and belief, information given on this enrollment session is correctly recorded, complete and true. I understand that giving false information will result in the loss of my benefits and possible loss of employment.

## New Enrollment

Plan Year Effective from 01/01/2021 to 12/31/2021

[Download](#) [Email](#) [Print](#)

Below are your new elections. Benefit elections may be changed during your company's Open Enrollment or if you've had a [Qualifying Life Event](#).

Smoker / Non Smoker

**Status:** Completed

**Dates:**  
Last Updated 10/09/2020

[View Summary](#)