

## QUICK TIPS

The City of Hollywood uses an online benefits enrollment system called BenTek. BenTek is internet based and allows you to do the following 24 hours a day, 7 days a week during your Open Enrollment Period:

- View all benefit elections and payroll deductions
- Make new elections or changes online
- View plan summaries and link to carrier websites
- Designate life insurance beneficiaries

Your Open Enrollment for BenTek will be the following time period: Monday, November 13 through Friday, December 1.

**IMPORTANT: Medical Plan selection is MANDATORY this year. All employees must log into BenTek and make their Medical Plan selection during Open Enrollment. Medical Plan coverage will NOT roll over as in years past.**

## ACCESSING BENTEK

1. Log on to [www.mybentek.com/hollywood](http://www.mybentek.com/hollywood)
2. Click on "Create an Account" to set up your profile for the first time. Follow the instructions to create your password. Your password must have at least 3 of the following components and contain at least 6 characters:
  - Lowercase Letter
  - Capital Letter
  - Number
3. Choose and answer a security question. The answer should be something you will easily remember.
4. Click on the "Menu" option in the top left corner, "Employee Benefits Center" then "Open Enrollment."
5. Review Benefit Highlights and click "Start."
6. Review each screen and click "Next" to continue to the next screen. Be sure to make your benefit elections under step 5.
7. Be sure to click "Submit" to confirm elections - Your enrollment is complete!
8. Once submitted, you may view and print your summary of elections.

- » If your username or password is entered incorrectly 3 times, the system will lock your account for security purposes.
  - » Contact BenTek Support to unlock your account.
- » For security purposes, BenTek times out at 15 minutes if there is no activity.
  - » Click "refresh" for 15 additional minutes.
- » If you have trouble accessing BenTek, please contact the BenTek Support Line at: [support@mybentek.com](mailto:support@mybentek.com), or (888) 5-BenTek (523-6835) Monday through Friday, 8:30 am – 5:00 pm.