

Online Enrollment Instructions

You can complete your benefit enrollment online through an easy to use system provided by our GIS Benefits and Boon Chapman partners. Online enrollment with GIS Connect is simple, secure and can be done in a few minutes from any computer or mobile device with internet access. After enrolling online, you will have access to your benefit information year-round, 24 hours a day.

Your **login is your Social Security Number**. The **initial PIN (password) for the system is the last four numbers of your social security number plus the last two numbers of your birth year**.

Example employee info:

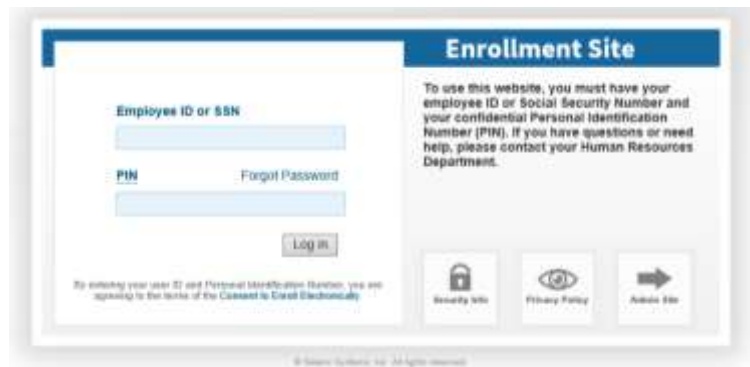
Social Security Number: 949-12-1234

Date of Birth: 08/12/1989

Example login:

Employee ID or SSN: 949121234

PIN: 123489



The screenshot shows a web browser window titled "Enrollment Site". The page has a blue header with the title. Below the header, there is a login form with two input fields: "Employee ID or SSN" and "PIN". To the right of the PIN field is a link that says "Forgot Password". Below the input fields is a "Log In" button. To the right of the login form, there is a text box that reads: "To use this website, you must have your employee ID or Social Security Number and your confidential Personal Identification Number (PIN). If you have questions or need help, please contact your Human Resources Department." Below this text box are three icons: a padlock labeled "Security Info", an eye labeled "Privacy Policy", and a right-pointing arrow labeled "Admin Site". At the bottom of the page, there is a small copyright notice: "© 2009 Systems, Inc. All rights reserved."