

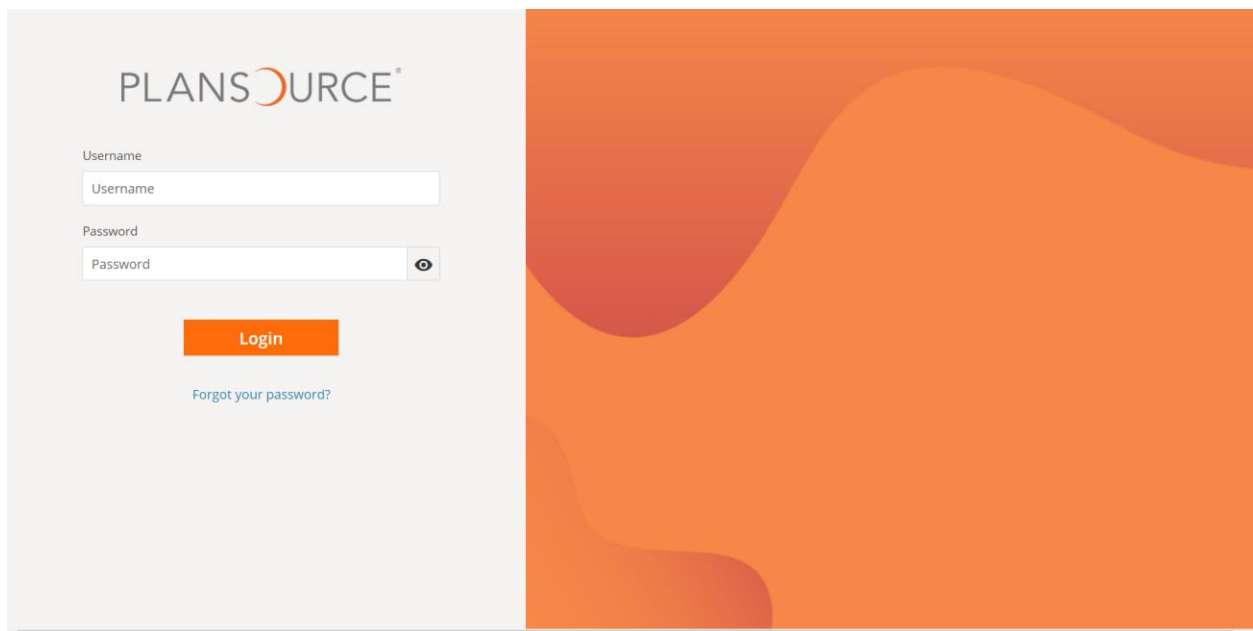
HOW TO ACCESS YOUR BENEFITS STATEMENT

Please see below for instructions on how to access your Benefits Statement.

The link to get to PlanSource is: <https://benefits.plansource.com/logon> (This link can also be found on the CMH Intranet under Employee Info > Employee Benefits > Employee Benefits)


Once you get to the logon page, it will ask for your User ID and your password. Your User ID will be you're the first initial of your first name, up to 6 letters of your last name (or your whole last name if you do not have 6 letters), and the last four of your social. Hopefully you will know your password. If not, you can always click "Forgot your Password."

If you have never logged onto the PlanSource website, your password will be your date of birth in the following format: YYYYMMDD



PLANSOURCE[®]

Username

Password
 

Login

[Forgot your password?](#)

HOW TO ACCESS YOUR BENEFITS STATEMENT

Next you will log into the website. The homepage looks like this:

Home × **cmh** Welcome Dalila \$120.25 Per Pay Period

Welcome Dalila,
Welcome!
To review current benefits, update beneficiaries, or verify your personal information, choose an option from the menu on the left.

Click the link below to initiate a change to your current benefits.

[Update My Benefits](#)

Or you can review your current benefits

Need to update your current benefits?
Have you had a qualifying life event such as a new addition to your family?
Update your current benefits.

GuideMe

You will click “review your current benefits.” From this page, you can download, email, or print a copy.

Home × **cmh** Welcome Dalila \$120.25 Per Pay Period

Current Benefit Elections

The coverage details listed below are the current active elections on file for you and your dependents.

- If you believe there is an error in your statement, please contact Savannah Pope in Human Resources.
-
-
- If you need to make changes due to a qualifying life event, please click on the Life Event link to the left.

Click on the icons below to print your confirmation statement or generate a pdf file.

Current Benefits [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.

Wellness Program

Status: Completed **Dates:** Last Updated 11/23/2020

Basic Employee Life

Basic Employee Life - (Anyone Not in Medical Buy-up) [View Plan](#)

GuideMe

If you have any questions, please contact the Benefits Specialist in the Human Resources department.