

Benefits Roadmap

{A Guide To Online Enrollment}



We look forward to having all of our employees take a drive through our Online Benefits Center to select the benefits that best meet their needs. To simplify your journey, we've given you some easy to follow directions. Enjoy the ride!



Stop and Look Both Ways

Before you log in to the Online Benefits Center, you'll need to have some key information to avoid pit-stops along the way. You will need for you, your dependents, and your beneficiary(ies):

- A Social Security Number (SSN), and
- A Date of Birth



Start Your Enrollment Engines

Go to www.napebtbenefits.com and enter **the first letter of your first name + your last name + the last 4 digits of your Social Security Number (SSN)** as the **Login ID**. Your **default password** is **the last 6 digits of your SSN**. After accepting the "Terms of Use", you will be prompted to change your password. The next time you log in, you will be required to enter your new password to access the Online Benefits Center.



Dependent Checkpoint

You will now be prompted to enter your dependent information. It is important to keep your dependent information accurate and up-to-date.



Choose Your Path

Click "PROCEED" to review your options and start choosing the benefits that will take you in the right direction. After selecting each plan, you will have the opportunity to choose which dependents you would like to cover (if applicable). You won't be able to complete your enrollment unless the level of coverage you elect matches your dependent coverage.



Continue to Proceed in the Right Direction

Use the "PROCEED" button to navigate through your benefit options. On each screen you can review and/or change your benefit elections before they are submitted.



Carefully Review Your Route

You are nearing the end of your journey through the Online Benefits Center. At the "Review and Confirm Your Elections" screen, carefully review your benefit selections



The Journey's End

To complete the enrollment process, click on "SUBMIT". **Your benefit elections will not be saved if you fail to click "SUBMIT".**

Benefits Roadmap Key Information

Need Assistance? Call 1-800-307-0230, Mon.-Fri, 8:30am - 5:30pm ET (8am - 8pm ET during Open Enrollment)

Website	Login ID	Password
www.napebtbenefits.com	the first letter of your first name + your last name + the last 4 digits of your SSN	the last 6 digits of your SSN