



Enrollment Instructions

NOTE: For benefits to be effective, you must complete and submit your first payment.

1. "Select" Enroll Now (<https://www.benefitfirst.com/Login/AllegacyFederalCred.aspx>)
2. Login Using:
 - a. User ID: Your Social Security Number
 - b. Password: New2021
3. On the next page:
 - a. Confirm your SSN.
 - b. Complete your Demographic Information:
 - i. *Date of Birth*
 - c. Name
 - d. Address
 - e. Create your personal password. Note: *Please save your password!*
 - f. Select "Add Self"
4. Benefits Enrollment Wizard
 - a. Select "Continue."
 - b. Confirm your Demographic Data.
 - c. Add any dependents you wish to cover under the Accident or Cancer Plans.
5. Accident Plan
 - a. Select your coverage tier.
 - b. Select the Accident coverage.
 - c. Confirm your dependent coverages if applicable.
6. Cancer Plan
 - a. Select your coverage tier.
 - b. Select the Cancer coverage.
 - c. Confirm your dependent coverages if applicable.
7. Final Review
 - a. Confirm your elections by selecting final review.
 - b. Certify your elections utilizing your personal password.
8. Payment Information
 - a. Please complete your payment information via the payment portal.

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