

# SelfEnroll

## How to enroll in your benefits

The screenshot shows the 'Welcome' page of the PPI SelfEnroll system. It features two main sections: 'User Name' and 'Password' for login, and a 'First time user?' section for registration. The login fields are marked as 'case sensitive'. A 'Login >' button is present. The registration section prompts users to 'Register to create your username and password.' and provides contact information for assistance: 'Need assistance? Contact PPI Benefit Solutions at (888) 674-0046 or email clientservices@ppibenefits.com.' A 'NOTE' states: 'COBRA members please contact the COBRA unit at (866) 440-9421 or email clientcare@businessolver.com.' A 'Register' button is at the bottom right. A 'Trouble Logging In?' link is at the bottom left. The footer includes copyright information '© 1999-2024 Businessolver Privacy Policy | Browser Requirements' and language options 'english español français'.

**RETURNING USERS:** Click on the **Trouble Logging In?** link to reset your login details.

### ► REGISTER AND LOGIN

1. Visit [www.ppienroll.com](http://www.ppienroll.com) to log in or register as a new user.
2. If you are a new user, click the **Register** button to get started. The case-sensitive company key is **PPI**.
3. Create your username and password, verify your personal information, and answer a few security questions.
4. Log in using your new username and password.

### ► EXPLORE YOUR OPTIONS

Explore the site to learn about your benefits. You'll find lots of helpful information in the **Reference Center**.

The calendar at the top of the **Home** page lets you know how many days you have left to enroll.

A banner for 'New Hire Enrollment is Here!'. It features a calendar icon showing '22 Days Left'. The text 'New Hire Enrollment Ends March 18th.' is displayed. A 'Start Here >' button is at the bottom right.

### ► START YOUR ENROLLMENT

Click the **Start Here** button to review your personal information and add or edit any dependents you wish to cover.

You will need to provide each dependent's legal name, Social Security Number, and birth date to add them to your coverage.\*

\*You may be required to provide documentation to prove your relationship to each dependent.

The screenshot shows the 'About You' section of the enrollment process. It includes a 'Your Information' form with fields for 'First Name:', 'Middle Initial:', 'Last Name:', and 'Social Security Number:'. A 'Your Family' section is overlaid, asking 'Do you have any dependents?' with 'Yes' and 'No' radio button options.

**Questions?**  
[clientservices@ppibenefits.com](mailto:clientservices@ppibenefits.com)  
**Monday-Friday 8 a.m. – 5 p.m. ET**  
Company Key: PPI

**Medical**

When most people think of benefits, they think about their medical insurance. It's by far the most popular benefit provided by employers, and it's not hard to understand why. Medical benefits are an important part of your loved ones. By thoughtfully reviewing your options and fit plan, you will not only have greater peace of mind, but also medical costs long term.

Medical Plan SBC

Test Medical Summary Benefits and Coverage

Test Medical Summary Benefits and Coverage

Who would you like to cover with Medical coverage?

☐ Peter Peters (Required)

☒ Mary Peters

Deselect All

Would you like to enroll in Medical coverage?

☐ I Want Coverage ☐ Waive Coverage

**Medical Election Summary**

Review Your Election

Enrolled in Medical?

Yes

Covered Dependents

Members Covered

Jane Doe Effective Date: 04/01/2020 Yes

Plan Selected

Plan Selected Medical Plan

Employee Cost \$587.34 Monthly

Your employer will be paying \$252.91 for this benefit.

[< Back](#) [Looks Good >](#)

**Review Enrollment**

You're almost done! Please review your enrollment below.

You must click the **Approve** button before you will be enrolled in any plans.

[About You](#)

[Dependents](#)

[Beneficiary Information](#)

**Your Elections**

My Health

[< Back](#) [Approve](#)

**Thank You!**

Transaction Complete [Print Benefit Summary](#)

Your information has been submitted. Select Home to return to your benefits home page or Log Out to end this session.

Thank You.

Confirmation Number

You Completed Your Enrollment!

Now manage your benefits year-round by downloading the MyChoice Mobile App to your mobile device. Apple | Android

Once you have downloaded the App, activate your access code below to get access!

MyChoice Mobile App

- Quick access to benefit details
- Store your ID Cards

[Get Access Code](#)

[Home](#) [Logout](#)

**Questions?**  
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## ► ENROLL IN COVERAGE

Use the **Next** and **Back** buttons to review and elect options available to you. Choose or decline coverage for each option and select which family members you want to cover.

Review plan documents in the **Reference Center** to view details and costs for the options available to you.

## ► REVIEW AND FINALIZE YOUR ELECTIONS

Make sure your personal information, elections, dependents, and beneficiaries are accurate, then approve your elections.

To finish, click **I Agree**. When your enrollment is complete, you will receive a confirmation number and can print your **Benefit Summary** for your records.

**Confirmation**

**Thank you** for enrolling in your new hire benefits. To view your benefit elections at anytime throughout the year you can access your **Benefits Summary** under your name in the upper right hand corner.

If you have any questions, please chat with your personal benefits assistant, Sofia via the **Live Chat** feature in the navigation bar at the top of your browser.

\*Total employee cost represents the total approved cost of benefits included on the summary. Other benefits not displayed are not included.

The information submitted may be subject to further review and/or approval. The deduction amounts are based on rates and calculations stored in the Benefitsolver system at the time of elections. To verify actual elections and/or deduction amounts, please contact your benefits administrator.

Employer remains responsible for any and all loss or damages, and in no event shall Businessolver be liable for any amount, including, but not limited to, insurance premiums, stop-loss deductibles, reinsurance fees, health plan or other claims, cancellation or reinstatement fees, or penalties, for a failure to pay a carrier/vendor or for failure to provide appropriate billing information in a timely manner, unless such delay is caused by the negligent acts of Businessolver.

Total Employee Cost: \$587.34 Monthly

**To Do**

New Hire Enrollment - Pending Dependent Verification

[Upload Documents](#)

## ► AFTER YOU ENROLL

Return to the **Home** page to check for any additional tasks needed to complete your enrollment, view or download your **Benefit Summary**, and download the MyChoice<sup>SM</sup> Mobile App.

Visit this site anytime you want to learn more about your benefits or make a change to your coverage (if you experience a qualifying life event and your employer has given you access to make changes).