

Here are instructions for entering the Benefits Management Portal if you want to make changes or elections to your benefits for the 2023 open enrollment period.

- 1 Go to AscendtoWholeness.org
- 2 Click the **Benefits Management** button (top right)
- 3 Select from the pop-up window (example below) one of the four options:

- **I am the primary member (not a dependent/spouse) and have my healthcare member ID number**

Select this option if you are a member who is the primary member (not a dependent) on the healthcare plan.

- **I am a church employee and a dependent spouse on the healthcare plan**

Select this option if you are a dependent on the healthcare plan.

- You must either waive coverage (because you are a dependent spouse) or choose to be a primary member, and/or
- Select Voluntary benefits.

- **I am an employee who does not have a healthcare member ID number**

Select this option if you are a part-time or full-time employee who does not have a healthcare member ID number and want to enroll for Voluntary Benefits.

- **I am a new employee and have my healthcare member ID number**

Select this option if you are a new employee who has a healthcare member ID number.

Benefits Management

The Benefits Management portal is where you will select and manage your employment benefits, including healthcare, employer-provided primary benefits, and voluntary benefits.

These links will take you to websites outside of AscendtoWholeness.org.

To enter the Benefits Management portal, tell us who you are:

I am the primary member (not a dependent/spouse) and have my healthcare member ID number - Select this option if you are a member who is the primary member (not a dependent) ▶

I am church employee and a dependent spouse on the healthcare plan - Select this option if you are a dependent on the healthcare plan. ▶

- You must either waive coverage (because you are dependent spouse) or choose to be a primary member, and/or
- Select Voluntary benefits.

I am church employee who does not have a healthcare member ID number - Select this option if you are a part-time or full-time employee who does not have a healthcare member ID number and want to enroll for Voluntary Benefits. ▶

I am a new employee and have my healthcare member ID number - Select this option if you are a new employee who has a healthcare member ID number. ▶