

Online Enrollment Instructions



Your enrollment will be conducted through EASE featuring BenXpress. We encourage all employees to log into the system to verify demographic, dependent (**please have dependent social security numbers available**), and election information.

Go to: https://www.benxpress.com/summit_regional

Username: First initial and last name (example: John Smith login: jsmith)

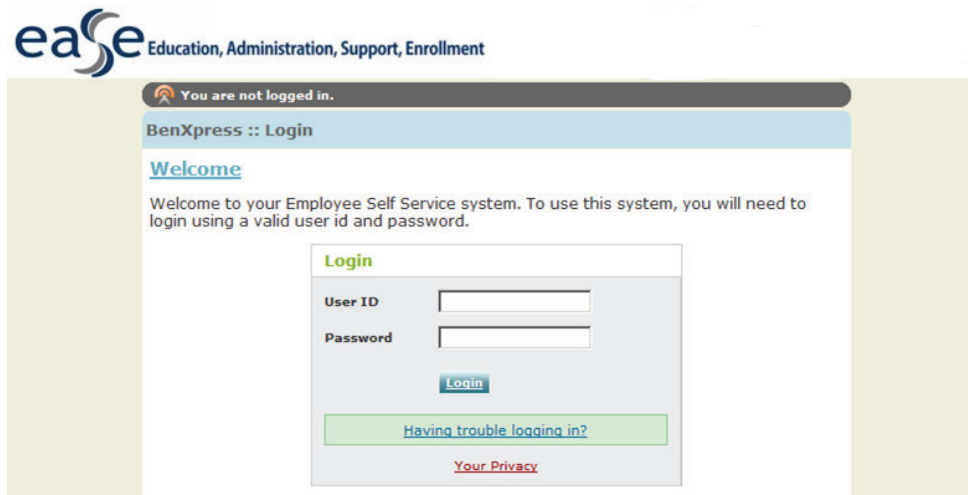
If you have a hyphenated last name, your username should be enter excluding the hyphen (example: Jane William-Smith=jwilliamsmith)

If you have a name suffix, your username should be entered excluding the suffix (example: John Smith JR.+jsmith)

Password: Last 4 digits of your Social Security Number

BenXpress will allow you to:

- Enroll for benefits and manage life events
- Access benefit information and forms
- Connect directly to carrier websites from one point of login



System Tips

- Turn off your Pop-up Blocker
- The system works best in Mozilla Firefox
- Use the Blue Navigation arrows at the top of each screen instead of the browser back arrows
- Once you have reviewed the Summary Screen and confirmed that all of the benefit elections are accurate, click on the “Save Elections” icon in the top right corner

This is a summary of benefit information and does not guarantee benefits, it is not intended as a detailed overview of benefits, limitations and/or exclusions may apply. Please refer to your Plan Booklet for a complete explanation of your benefits. In the event a discrepancy exists, the policy provisions will prevail.

