



2017 Benefits Annual Enrollment

Monday, October 17th, 2016 - Sunday, October 30th, 2016

Call Center Hours: Monday - Thursday

8am to 8pm CST and Friday, 8am – 6pm CST

Saturday and Sunday – online enrollment only



It's That Time Of The Year!

- Make changes to your benefit elections.
- Add or drop dependents.
- If you do not make any changes, your current elections will carry over to 2017.
- Any changes you make will be effective **January 1, 2017**.
- If your address has changed, be sure to update it by calling or online at Benefit Harbor.



What Do I need to Do:

Review your 2017 Benefits Guide (attached)

If you are unable to open the 2017 Benefit Guide, please go to Thank Our Customers (TOC) to view the guide.

Make your benefit elections by following the instructions below:

How Do I Enroll:

Online

- **Click on the following link:** www.mybenefitharbor.com/jiffy or copy and paste the link to a browser and you will be directed to the Heartland Employee Benefit Portal. You will be asked to provide your User ID and Password to log on. Below is the example of how you need to log on. Please note that anyone that had previously logged on will need to log on again using the below example.
- **User ID:** **Social Security Number + 513 (example: 123456789513)** – do not include dashes
- **Password:** The password is your date of birth in **MMDDYYYY** format (**example: May 11, 1975 would be 05011975**). You will be prompted to change your password.
- **By Phone**
 - If you don't have access to a computer, or if you have difficulties logging in, please contact the Benefit Harbor Call Center at **866-320-8314**.
 - Benefit Harbor can walk you through enrollment
 - Explain the benefit plans for 2017 and address any other questions you may have about Open Enrollment.
 - Reset your password

If you have any questions, please contact us at Benefits@jiffyworld.com.