



BERNIEPORTAL
A Bernard Health Production

BerniePortal How To: *Make Open Enrollment Changes*

Follow the steps below for instructions on how to enroll, change, or waive your benefits.

Step 1 - Go to bernieportal.com.

Step 2 - Click the LOGIN button located in the upper right-hand corner of the page.

Step 3 - Enter the email address and password you used to create your account.

**Not sure what your password is, click on forgot password to be emailed a reset link.*

Step 4 - Click on Begin Enrollment.

**You can print a copy of your current benefits to be used as a guide.*

Step 5 - Enter/Update dependent information.

**If you plan to add dependents to ANY of your policies, you MUST enter their information here.*

Step 6 - Elect or Waive coverage for the benefits being offered.

Step 7 - Confirm/Update Beneficiaries for your Life Insurance Policy.

Step 8 - Verify your payroll deductions and sign electronically.

**Please make sure to scroll through each "check box" in order to move forward.*

Step 9 - You will receive an email with a copy of your benefit elections and payroll deductions.

BARRETT, LINER & BUSS

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