BENEFITS ENROLLMENT INSTRUCTIONS

• SELECT an enrollment method
• FOLLOW steps to enroll
• SUBMIT elections by 11:59 PM EST on 11/30/21

1. ENROLL OVER THE PHONE

CONTACT A CALL CENTER BENEFITS COUNSELOR

• SPEAK to someone who knows your benefits
• REVIEW, UPDATE & ELECT dependents, coverage & beneficiaries
• CONFIRM & FINALIZE coverage elections & beneficiaries

SCHEDULE: Dates: 11/16 - 11/30 (M-F)
Hours: 8am - 5pm EST

NUMBER: 463-900-5387

2. ENROLL ONLINE 24/7

VISIT

https://aflacatwork.com/enroll

LOGIN

Enter your 9 digit Social Security Number (SSN) as your Employee Number without dashes or spaces.

Enter your 6 digit PIN: last 4 digits of your SSN, then last 2 digits of your birth year. (Example: If the last 4 of your SSN are 1234, and you were born in 1980, your pin is 123480.)

ENROLL

Update beneficiaries & dependents
Choose an election for every benefit offered - selecting “Enroll or Waive”
Use the “Next” button to view screens in sequential order
Once you’ve submitted final elections, verify enrollment status shows “100% complete” each time you logout
Be mindful of your enrollment deadline, and don’t wait until the last minute to enroll

CONFIRM

After selecting all benefit elections - review the benefits summary screen to confirm your coverage. After confirming accuracy, sign electronically by re-entering your 6 digit PIN.

ALL ELECTIONS MUST BE SUBMITTED BY:
11/30/21 at 11:59 PM EST

HAVE QUESTIONS? Contact a benefit counselor from the Benefits Enrollment Call Center.

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