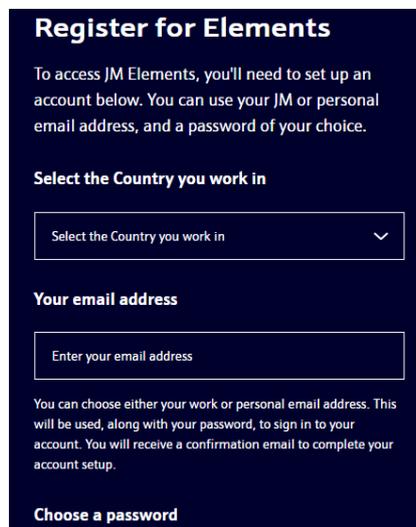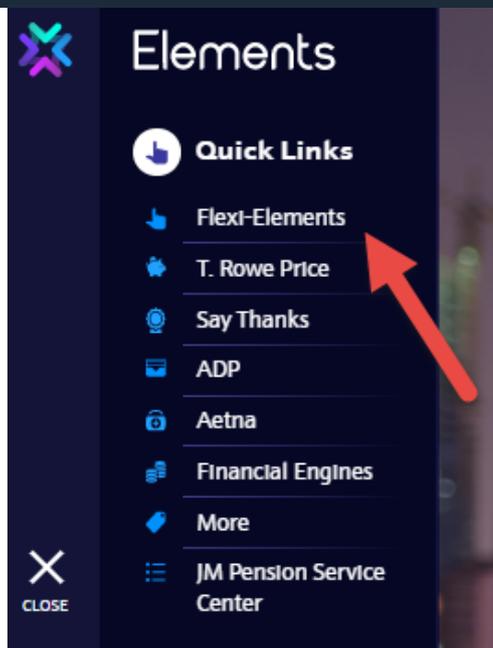# JM | Elements

Elements & Flexi-Elements User Guide

JM employees can register an account with Elements beginning on their first pay date. This Quick Guide has been developed to assist you in registering an account on Elements and making your healthcare elections through the Flexi-Elements election portal. If you need any further assistance, reach out to your local Human Resources Department or contact the Reward and Benefits Team at **610-971-3025**.

1   Go to elements.matthey.com and click on "Create your account." Set up your account by populating the fields. Click on "Register" when done. Follow the instructions for setting up your preferences and accepting (or declining) the Multi-Factor Authentication.

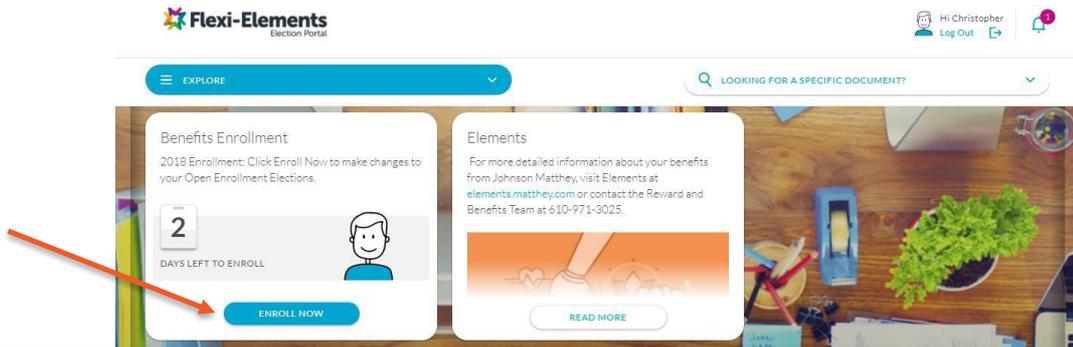   Once you are registered, upon your next visit to Elements, you will enter your username and password.

2   Click on the Flexi-Elements link under "Quick Links."

JM | Elements

On your Flexi-Elements home page, click on the "Enroll Now" button.

For each plan of coverage, check each of your Certified Dependents that you wish to enroll in that coverage. You will notice that the coverage tier and premium cost change based on your selection.

Click on "Choose Plan" to select the plan you wish with the necessary dependents included. If you DECLINE coverage, you must choose the appropriate reason from the drop-down list to activate the Choose Plan function.

Check that the "Plan Selected" shows under the plan/item that you intended with the proper level of coverage.

Click the "Save & Continue" button to proceed.

JM | Elements
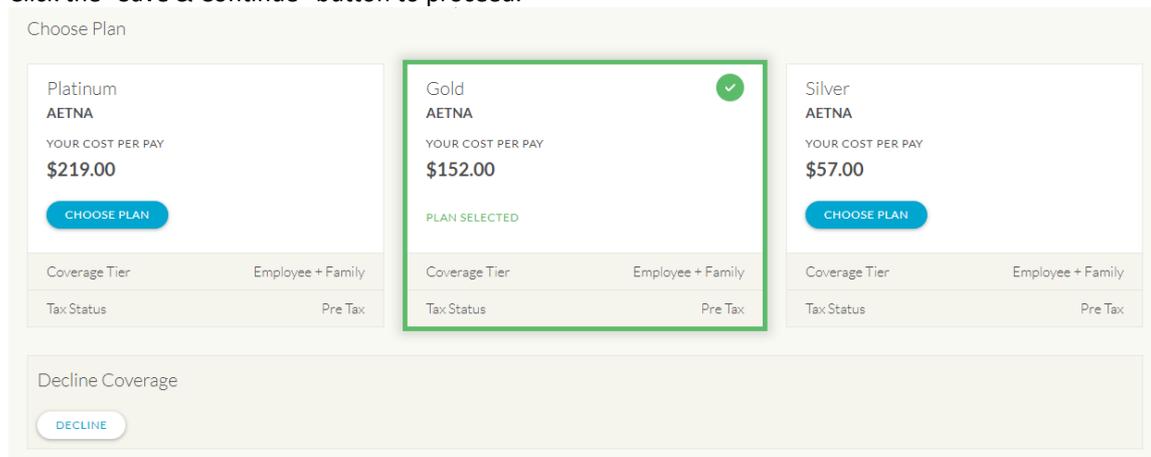
5 View your Election Summary.

When all your elections have been made a summary of your elections will appear.

Summary

I'M DONE ENROLLING ✓

Please review your Enrollment Summary thoroughly to ensure any changes made by you are accurately reflected.

Your benefits will remain in effect for the plan year unless you experience a Qualifying Life Event. If you make a Qualifying Life Event change throughout the year, you could be required to provide supporting documentation to your local HR representative in order for your change to be approved.

Health & Wellness	$98.12
Pre Tax Total	$75.00
Post Tax Total	$23.12
Your Total Cost Per Pay	$98.12

To change any coverage upon review in your Summary, click on the "Update" button for that coverage item to be returned to the election screen so you can make your edits. Then proceed through the wizard until you return to the "Summary" page.

Medical   Update >

Plan Name:
Gold
Provided by AETNA | Coverage effective on 01/01/2018

Covered Persons
Christopher, Jane, Luke

Your Cost Per Pay, Pre Tax
$152.00

6 Complete Your Enrollment.

Click on the "I'm Done Enrolling" button to save your elections.

Hi Christopher
Log Out →

11

I'M DONE ENROLLING ✓

7 View Your Saved Elections.

View a copy of your saved Benefits Summary when you have completed your session by clicking on the "Benefits Summary" box that is displayed before you end your session. To print your Summary, simply click on the Printer icon located on the screen.

Thank you for your enrollment

Your enrollment is now complete. To update your elections, please visit your benefit summary from the home page.
Return to home

Have questions?
Please contact your HR representative

Looking to review your benefits?	Looking for resources or documents?
BENEFITS SUMMARY	**RESOURCES & FORMS**

If you leave the enrollment process before finishing your elections, you can always return to complete your enrollment. From the Homepage, click on "Continue" to return to the enrollment process.
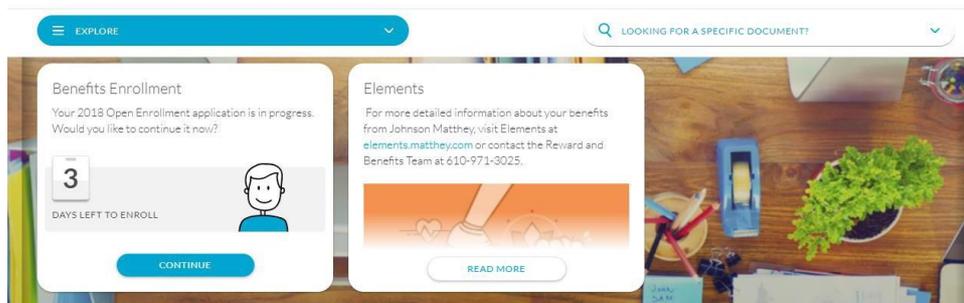
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8 | Make Changes or View Your Enrollment.

If you have exited your enrollment and want to make edits or view your elections, go back to the Flexi- Elements election portal and choose "Update" to proceed through the enrollment wizard again.
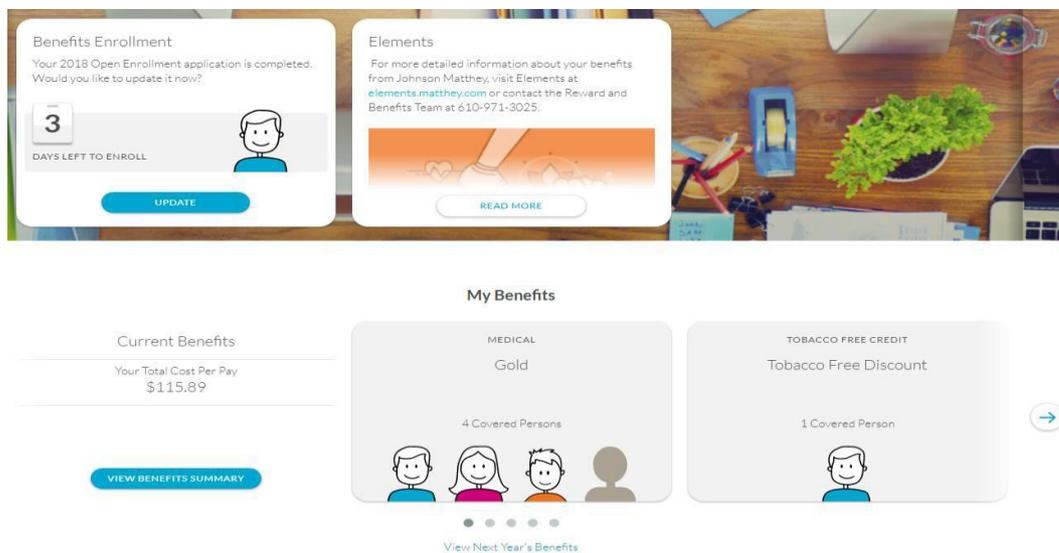
JM | Elements

- Use a current Internet browser such as Google Chrome or Firefox to access Elements and Flexi-Elements.

- Review all your benefit materials and make all coverage decisions before beginning your enrollment session to ensure an efficient enrollment.

- Be sure to have the proper DOB, SSN (or ITIN), and full name for each dependent you wish to enroll in any healthcare coverage or any life insurance beneficiary before you begin your session.

- If you need to log out of your enrollment session before you have made all elections and clicked "I'm Done Enrolling", or if your session is inactive and closes automatically, you must log back into Flexi-Elements (via Elements) during your new hire enrollment period to "Update" your session and finalize all elections.

- You must identify your beneficiary(s) for your JM Basic Life Insurance benefit (and Optional Employee Life Insurance if elected). Your total designation must equal a 100% allocation. Include all requested information possible on your named beneficiary so that the Life Insurance company is easily able to identify and contact the individual if necessary.