

Welcome to My Benefits Connect

You will elect benefits through **My Benefits Connect** (MBC) on Paychex Oasis.

Shortly after your manager verifies your information, you will receive 2 system generated emails to the email address you provided during onboarding.

- The first email contains information about registering on Paychex Oasis.
- The second email has instructions for accessing the online benefits enrollment system.

Please watch for these communications and follow the instructions to elect/waive benefit choices.

Please Note: It is critical that you adhere to deadlines provided by your employer.

You will access online enrollment by logging into Paychex Oasis at <https://portal.oasisassistant.com>, click on “Benefits,” then click on “**My Benefits Connect**”.

MBC enrollment pages contain features and controls that allow you to:

- View a side by side plan comparison for all plans offered
- Compare plan options, features, and costs
- Choose plans and coverage levels or decline coverage
- Add dependents and beneficiaries
- Enroll dependents in eligible plans
- Designate Life Insurance beneficiaries
- See total cost for all elections

Prior to enrolling, please:

- Read the enclosed benefit information to familiarize yourself with the available benefits.
- Have the Social Security Numbers and the dates of birth for yourself, your spouse, your children and other beneficiaries available.
- Have proof of relationship documentation available if anyone on any of your coverages has a different last name than yours.
- Look up the carrier websites for any medical or dental coverage that requires the election of a primary care provider. You will need to include the provider number at the time of enrollment for each individual. A list of participating providers is located on the carrier’s website.

Please take time to consider your choices carefully, just as you would for a major household purchase.