



Employee Self Service Benefits Enrollment Instructions

For New Hires

www.myabx.com

Employee Self-Service allows you to make benefit elections on-line. It also allows you to update to your password, address or emergency contact.

Five easy steps to log on:

1. Go to the web site www.myabx.com
2. Click on “**Benefits Home**”
3. You are now at the **Employee Benefits** page. On the left-hand side click on the red bar that says “**Self-Service**”. A screen may come up showing a “Security Alert”. Just click on “yes” and this will bring you to the log in screen for Self Service.
4. You now will receive a prompt asking you for your employee number and password

Employee Number: include any leading zeros e.g. **00123**

Password: = first 3 letters of your last name and the last 4 digits of your social security number.

Example: *Employee Fred Penguin* Employee # 00100 SSN= xxx-xx-1234
User name = 00100
Password = pen1234

Congratulations! You should now be logged onto **Employee Self Service**.

If your login was unsuccessful, go to the troubleshooting page at the end of this brochure.

Now that I'm logged on, how do I make my change?

You can use Employee Self Service to make any of these changes. Please review each section to learn how to make your changes.

Personal	Benefits	Inbox
<ul style="list-style-type: none">• Password Change• Address Change• Emergency Contact	<ul style="list-style-type: none">• Benefit Changes• Dependents	<ul style="list-style-type: none">• Messages

Personal

- **Password Change:** Follow the steps to change your password. Your new password must be at least 6 characters long and contain alpha and at least one numeric character.
- **Personal Info:** Use this section to review your current information. The address information located here is what appears on your check and is forwarded to the various insurance companies and our 401(k) provider. **Use Address Change to update your address.**
- **Address Change:** You may submit your address changes to Human Resources on this screen. You may also enter your work or home e-mail address.
- **Emergency Contact:** If desired, please enter emergency contact information. This will update the emergency contact information you provided Human Resources when you were hired.

Benefits

- **Dependents:** Add or change dependents here. In order to enroll your dependents in your benefits you must list your dependents here first. Be sure to enter your dependent names using the **FIRST NAME, MI and LAST NAME** fields.
- **Important:** Make sure you've entered any dependents you want to cover before proceeding.

Step 1: After clicking on Benefit Changes, select the benefit plans you want to elect, use the drop down arrow to see available plans. Use the **CTRL** key to select more than one benefit under the Flexible Spending Account/Health Savings Account section. You may only select the Health Savings Account if you elect the HSA PPO Medical plan. The Dependent Care Account may be elected independently of any Medical plan. For all other sections, you can only select one benefit. You will not see information about the 401(k) plan or Group Universal Life plan since enrollment/changes are accomplished on different web sites.

After making your selections, click on **Continue**.

Step 2: Enroll your dependents in each plan by clicking on the check box next to their names.
Click on **Continue**.

Benefits

Step 3: After you click Continue, if you selected a Flexible Spending Account or Health Savings Account the system will ask you to enter the amount you want withheld from your paycheck. Enter an **annual** amount. Click on **Continue**; otherwise go to Step 4.

Step 4: Submit your changes. Or if you prefer, you can save as a draft and return later to finish your selection. Be sure to **Submit** your elections by the 30th day of hire for a full-time employee or 60th day for part-time employees. **Your elections will be reviewed by the Benefits Dept. for accuracy and either approved or returned for corrections.** See **In Box** for more information.

Step 5: After 3 business days, sign back into **Employee Self Service** and check your **In Box** for messages for an approval or request for correction. See **In Box** for more information.

IMPORTANT

It is important to elect your benefits. If you do not elect coverage by your eligibility date, you will default to NO COVERAGE. Once your coverage has been defaulted you are not eligible to make a change until Open Enrollment or with a qualifying status change.

In Box

- **Messages:** Be sure to check your **In Box** for messages. The Benefits Dept. will notify you here if your submission has been approved or rejected. If your submission has been rejected, review the Workflow Comments for what needs to be corrected. Once the Benefits Dept. has approved your submission your election is complete. The Benefits Dept. will mail a benefits confirmation letter to your home.

Troubleshooting Employee Self Service

Trouble logging into Employee Self-Service

Be sure you are using the correct user ID and password. Review the instructions on page 1. Make sure you are using your employee number as the user name and the first 3 letters of the employee's last name and last four digits of the employee's social security number.

My marital status is wrong.

An incorrect marital status does not affect your benefits election. Please notify us of the correction in the Workflow Comments section. Human Resources will update your record.

I don't see the 401(k) or Universal Life Insurance Program.

For the 401(k) program use [www.401\(k\).com](http://www.401(k).com). For the Universal Life Insurance Program use www.personal-plans.com/abxair

I received a security notice before I reached the Employee Self Service screen.

Click YES.

Self Service uses encryption technology to ensure your data is transmitted securely. If you received a security notice, it's likely your P.C. is set up to give you this notice when you login to a secure web site.

For technical assistance:

Call the I.S. Help Desk at (800) 736-3973 ext. 2332

For benefits assistance:

Call the Benefits Dept. at (800) 736-3973 ext. 3157 or 3085