

Enrolling in Benefits

You must enroll in benefits within 30 days of your hire date, or within 31 days of your promotion from part-time to full-time. Please follow the below instructions to enroll via the Benefitfocus portal. If you have any questions, please contact AEO Benefits at 724-779-5678, option 6, or benefits@ae.com

1-Go to <https://aeobenefits.hrintouch.com> and click on the “create an account” link.



Welcome to Your Be Well Benefitfocus Portal!

AEO's benefit programs were designed with your unique and individual needs in mind. As soon as you login to the portal, you will be ready to start your enrollment experience! Want to learn more about AEO's benefit offerings? Click on the Virtual Benefits Fair link or click on Benefit Resources in the upper right hand corner of your home screen. We load you up with information, so you can make the best decisions about the benefits that you and your family need. As a company, we feel it is important to offer highly competitive, inclusive and comprehensive benefits in order to attract, retain and motivate the best & brightest talent in the industry.

Use the PLANselect medical decision support tool, available in both English & Spanish. This is a great tool that combines your responses to a few questions with our plan designs, to help you figure out which plan may be the best for you.

You can also complete your benefits enrollment via the "Benefitplace" Mobile App (company code: **aeobenefits**). Download the app today to your Smartphone, iPhone or Tablet to make updates to your benefits, save electronic ID cards, and more!

If you need assistance logging into the website, contact the AEO Benefits Department at Benefits@ae.com or call the AEO Benefits Team at 1-724-779-5678, Option 6.

Log in to your account

Username*

Password*

Log in

Can't access your account? [▶](#)

Create an account [▶](#)

Supported Browsers

[Learn about Officially Supported Browsers](#)

2-Once you log into Benefitfocus, you will be taken to your personal profile. In the “Important Messages for You” section, you will see how many days are remaining for you to enroll in benefits. Click on the blue “Get Started” button to begin.

Welcome to Your AEO Benefitfocus Portal!

We have some great benefits to offer to you, Angel! Our benefit programs were designed with you in mind. As a company, we believe it is important to offer highly competitive, inclusive and comprehensive benefits in order to attract, retain and motivate the best and brightest talent in the industry.

Show more

- PlanSelect Tool and Benefit Videos
- Domestic Partnership Explanation and Declaration Form

Get started >

Welcome back, Angel

Monday, September 18 at 3:50 PM EDT

9 ACTIVE BENEFITS [View benefits](#)

2 TO DO ITEMS [View to do list](#)

- Begin open enrollment
- Change your current benefits
- Print your benefits
- Add a dependent
- Update your profile

Your benefits at a glance

3-Go over your profile and confirm your communication preferences then click on “continue to next step”. This will take you to the dependent enrollment page. If you are no enrolling any dependents, click on next. If you adding dependents to your coverage, add their information.

The screenshot shows a web interface for profile management. At the top, there are three tabs: 'PROFILE' (selected), 'BENEFITS', and 'CHECKOUT'. Below the tabs is the heading 'Your profile' and a sub-heading 'Review and complete the required information for your profile below.' There are two main sections: 'About you' (with a green checkmark) and 'Communication preferences' (with a blue arrow pointing to the right). The 'Communication preferences' section is expanded, showing the heading 'Please set your communication preferences'. Below this, there is a section 'From your employer' with an 'Edit' link. Underneath, there are fields for 'Communication method' and 'Email:'. At the bottom of the page, there are two buttons: 'Continue to next step' (blue) and 'Cancel and return home' (grey).

4-To add a dependent to your profile, click on “Add Dependent.” If you do not have any dependents, click “Next”. Complete all applicable fields with your dependent’s information (Note: If your dependent does not yet have a Social Security Number assigned, leave this field blank for now. As soon as the SSN is available, you will need to log back in to update this information.) Click “Save” or “Save and Add another” if you have another dependent to add.

The screenshot shows a form titled 'Add Dependent'. At the top, there is a blue note: 'Note: You'll also be able to add dependents and select who you want to cover when you enroll in or edit your benefits.' The form has several fields: 'First Name *', 'Middle Name', and 'Last Name *' (all text input fields); 'Suffix' (a dropdown menu with '---Please Select---' selected) and 'Preferred Name' (text input field); 'Date of Birth *' (a date picker field with a calendar icon); 'Gender *' (radio buttons for 'Male' and 'Female'); 'SSN' (text input field); 'Relationship *' (a dropdown menu with '---Please Select---' selected); and 'Physical Address' (checkbox 'Use Associate Address' which is checked). At the bottom, there are three buttons: 'Save' (green), 'Save & Add Another' (blue), and 'Cancel' (grey).

5-Once you have enrolled your dependents, click “NEXT” to advance.

Before you enroll in benefits

Do you need to add any dependents to your profile?

Note: You'll also be able to add dependents and select who you want to cover when you enroll in or edit your benefits.

Name	Relationship	Date of Birth	Gender	Actions
First Child	Child	09/01/2023	Male	Actions ▾
Jane Doe Test	Spouse	11/22/1997	Female	Actions ▾

Add Dependent

Next

6-After adding your dependents, the tobacco survey will pop up. Complete & click "Save & Continue".

7-This will bring you to the enrollment page. You will see a list of all available benefits. Click on the "Begin Enrollment" or "Edit Benefits" button under the first benefit to begin. (NOTE: You must either enroll into or decline each benefit before moving to the next benefit. You will not be able to skip ahead to benefits further down the list.) Click.

Open Enrollment Benefits

Whether you want to change your benefits or keep them the same as last year, it's still important that you carefully complete each step in the enrollment process to make sure all of your benefits are covered for the upcoming plan year.

Compare to your current benefits

Your benefits

1. Your Medical coverage \$43.00
every two weeks

Cigna Open Access Plus HRA Plan 2024

Offered By: CIGNA
Effective Date: 01/01/2023
Persons Covered: Angel G. Sanchez

 [Edit coverage](#) [Compare to your current plan](#) [Show Plan Details ▾](#) Decline

2. Your Pharmacy coverage \$0.00
every two weeks

Prescription Drug 2024

Offered By: Express Scripts
Effective Date: 01/01/2024
Persons Covered: Angel G. Sanchez

[Compare to your current plan](#)

Complete Enrollment

Cancel

8-Select the check box next to each dependent that you would like to cover on that plan. Click “Next.” (Note: you also have the option do “Decline Coverage,” if you would like to waive coverage.) Below is an example if the selected dependents

Choose your Medical plan.

Please review your options and choose the plan that best meets your needs.



Who do you want to cover on this plan?

Add Dependent

✓ Angel Sanchez

✓ Jane Doe Test

✓ First Child

9-Each of the plan options will be listed, with key data shown. To enroll in a plan, click “Select Plan” and then follow any additional prompts. Click “Next” and repeat for each benefit (Medical, Dental, Vision, etc...). When you have elected your benefits, you will see the bi-weekly cost of the premiums on the bottom right corner of the page. When you are ready to complete the enrollment, click on “Complete Enrollment”.

<p><input type="checkbox"/> Compare</p> <p>Cigna Open Access Plus Plan 2024</p> <p>PPO FSA</p> <p>\$284.00 Bi-Weekly Cost</p> <p>Estimated Annual Cost \$7,943.83 How was this calculated? FSA Tax Savings Add Contribution</p> <p>Plan details</p> <p>Compare to last year</p> <p>Select plan</p>	<p><input type="checkbox"/> Compare</p> <p>Cigna Health Savings Account Plan 2024</p> <p>HDHP HSA</p> <p>\$159.00 Bi-Weekly Cost</p> <p>Estimated Annual Cost \$3,897.16 How was this calculated? HSA Tax Savings Add Contribution</p> <p>Plan details</p> <p>Compare to last year</p> <p>Select plan</p>	<p><input type="checkbox"/> Compare</p> <p>Cigna Open Access Plus HRA Plan 2024</p> <p>HDHP HRA</p> <p>\$127.00 Bi-Weekly Cost</p> <p>Estimated Annual Cost \$2,836.42 How was this calculated?</p> <p>Plan details</p> <p>Compare to last year</p> <p>✓ Currently Selected</p>
<p><input type="checkbox"/> Compare</p> <p>Cigna Economy Health Savings Account Plan 2024</p> <p>HDHP HSA</p> <p>\$81.00 Bi-Weekly Cost</p> <p>Estimated Annual Cost \$2,369.16 How was this calculated? HSA Tax Savings Add Contribution</p> <p>Plan details</p> <p>Compare to last year</p> <p>Select plan</p>		
<p>Decline Coverage I would like to decline Medical coverage.</p> <p>Next Previous Cancel</p>		

You Pay (Bi-Weekly Total):

\$199.16

Complete Enrollment

Cancel

10-If you are enrolling any dependents, you will be taken to the Document Manager to upload supporting documentation. You can also see the "To Do Items" on the top of your profile. In this example, we have added a child and a spouse, so we will be uploading the birth certificate (for the child), marriage certificate (spouse) and applying it to all benefits that require documentation.

Welcome back, Angel

Monday, September 18 at 4:37 PM EDT

9 ACTIVE BENEFITS [View benefits](#)1 TO DO ITEMS [View to do list](#)

View your benefits Change your current benefits Print your benefits Upload required documents Add a dependent



Hi Angel! You have 2 requests for documents.

Document needed

Add document to verify First (child) is your dependent.

[Why it's needed](#) [Important info](#)

[Add document](#)

Document needed

Add document to verify Jane (spouse) is your dependent.

[Why it's needed](#) [Important info](#)

[Add document](#)

11- Click on “Add document” to include the supporting documentation for your dependent.

Add document

Add document to verify Jane (spouse) is your dependent. [Why it's needed](#) [Important info](#)

Upload the file(s) associated with your document and add the document name, document type, and who the document is for.

Document file(s) and basic information



Supporting Document...

Document name: Birth Certificate First Child

Type of document: Birth Certificate

Who this document is for:

Jane

First

Save document Cancel

12- Scan or take a picture of your document and save this to your computer’s desktop or a folder that you can access on the computer that you are using. (Note: the file should be in jpg, jpeg, gif, png, pdf, doc, docx, xls, or xlsx format.) Click on “Choose File” to open the scan or picture that you have saved. Complete the highlighted fields, and click “Save.”

Add document

Add document to verify Jane (spouse) is your dependent. [Why it's needed](#) [Important info](#)

Upload the file(s) associated with your document and add the document name, document type, and who the document is for.

Document file(s) and basic information



Supporting Document...

Document name: Marriage Certificate

Type of document: Common Law Marriage Certificate

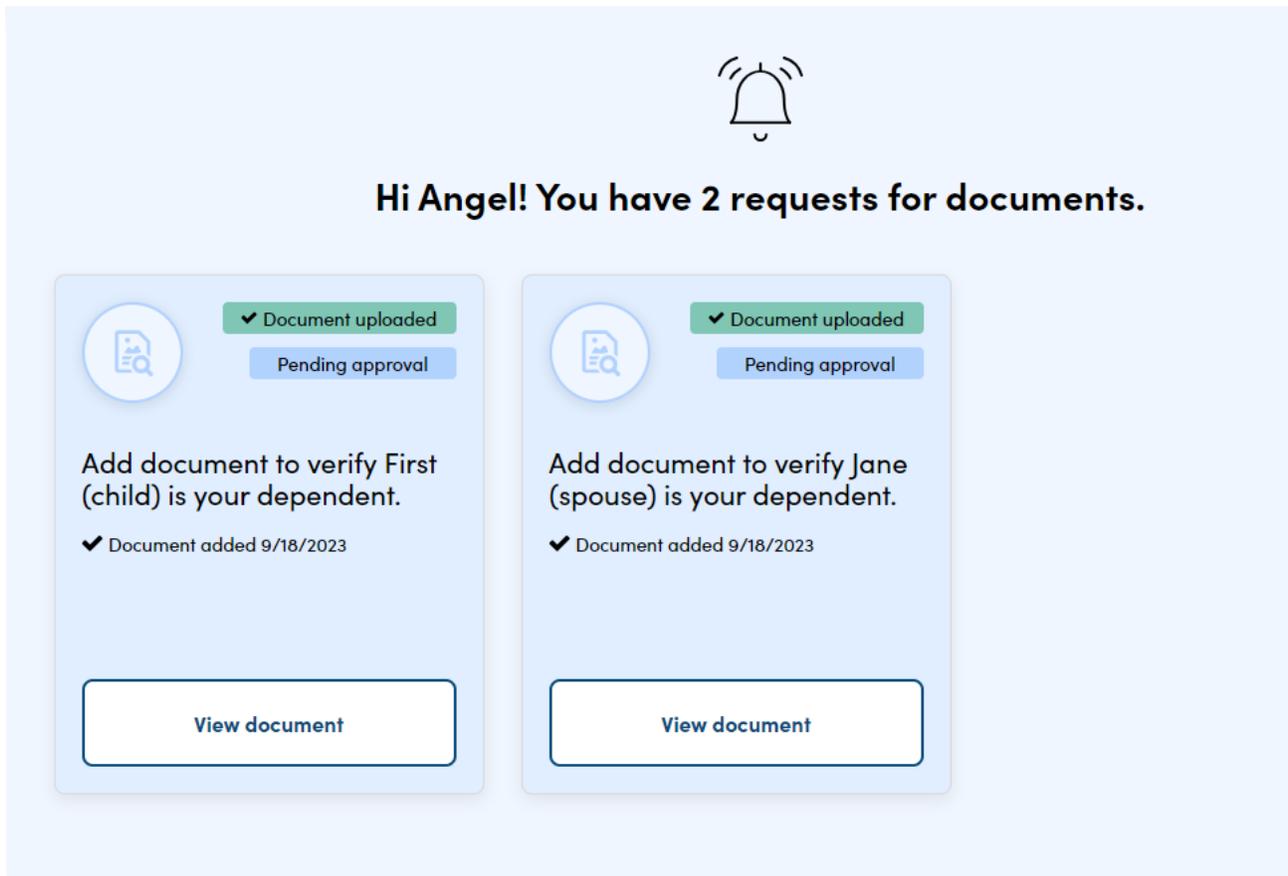
Who this document is for:

Jane

First

Save document Cancel

13-Once the documents have been uploaded, you can see when the document was upload and if it is pending approval. A member of the Benefits Department will review and approve your documentation, and then your enrollment information will be sent over to your insurance carriers. ID cards should be generated by the carriers and delivered within 2 weeks.



A notification banner with a light blue background. At the top center is a bell icon with three curved lines above it. Below the icon is the text "Hi Angel! You have 2 requests for documents." in bold black font. The banner contains two identical light blue rounded rectangular cards. Each card has a circular icon on the left containing a document with a magnifying glass. To the right of the icon are two status indicators: a green pill with a checkmark and the text "Document uploaded", and a blue pill with the text "Pending approval". Below the icon and status indicators is the text "Add document to verify First (child) is your dependent." and "Add document to verify Jane (spouse) is your dependent." respectively. Underneath is a checkmark and the text "Document added 9/18/2023". At the bottom of each card is a white rounded rectangular button with the text "View document".

Hi Angel! You have 2 requests for documents.

✓ Document uploaded
Pending approval

Add document to verify First (child) is your dependent.
✓ Document added 9/18/2023
View document

✓ Document uploaded
Pending approval

Add document to verify Jane (spouse) is your dependent.
✓ Document added 9/18/2023
View document

If you have any questions or need any assistance, please contact the Benefits Department at Benefits@ae.com or at 724-779-5678, option 6.