



New Hire Enrollment Guide

- **Powered by PlanSource**
- The Value of a better way to Choose, Use & Manage Benefits

Login Page



Preferred Language

English (US) | v

Username

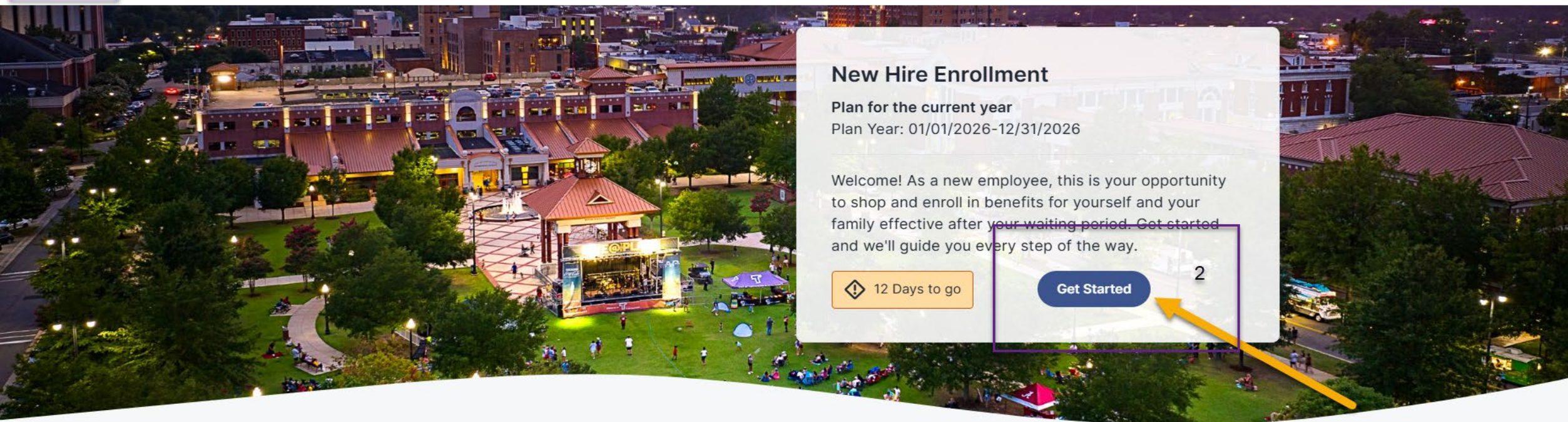
Password

Log In

[Forgot Your Password?](#)

[Legal Documents](#)

- URL: <https://thesource.plansource.com/cityoftuscaloosa>
- Use your regular username and Password to login.
- NOTE: When you login for the 1st time, the system will ask you to update the password.



Hello Test 2!

Welcome to your single destination to choose, use, and manage your benefits all year long.

Landing Page Overview:

- After logging in, you'll arrive at the PlanSource landing page, which serves as your central hub for benefits enrollment and resources. Here, you'll find quick access to My Benefit Information, where you can review your current coverage details, and the Library, which houses important documents, FAQs, and helpful links. To begin the enrollment process, simply click "**Get started**". Before proceeding, take a moment to explore the dashboard—it often includes valuable announcements and tools to help you make informed benefit choices.

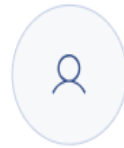
Manage My Information

Make sure we have it right!

This info is used for sending mail, emails and texts about important benefits information.

Important:

The red box acts as your progress tracker. Each section will show as complete once you finish it. You must complete all sections one by one until the block



KRISTYN KOCHER (Test)

[Edit Avatar](#)

[Edit Info](#)

Basic Information

First Name
KRISTYN

Middle Name
L

Last Name
KOCHER (Test)

Contact Information

Address 1
123 Main Street

Address 2
—

City
Evermore

State
Florida

Zip
34997

Home Phone
—

Cell
—

Office Phone
(772) 203-1636

E-mail
test@pctest.com

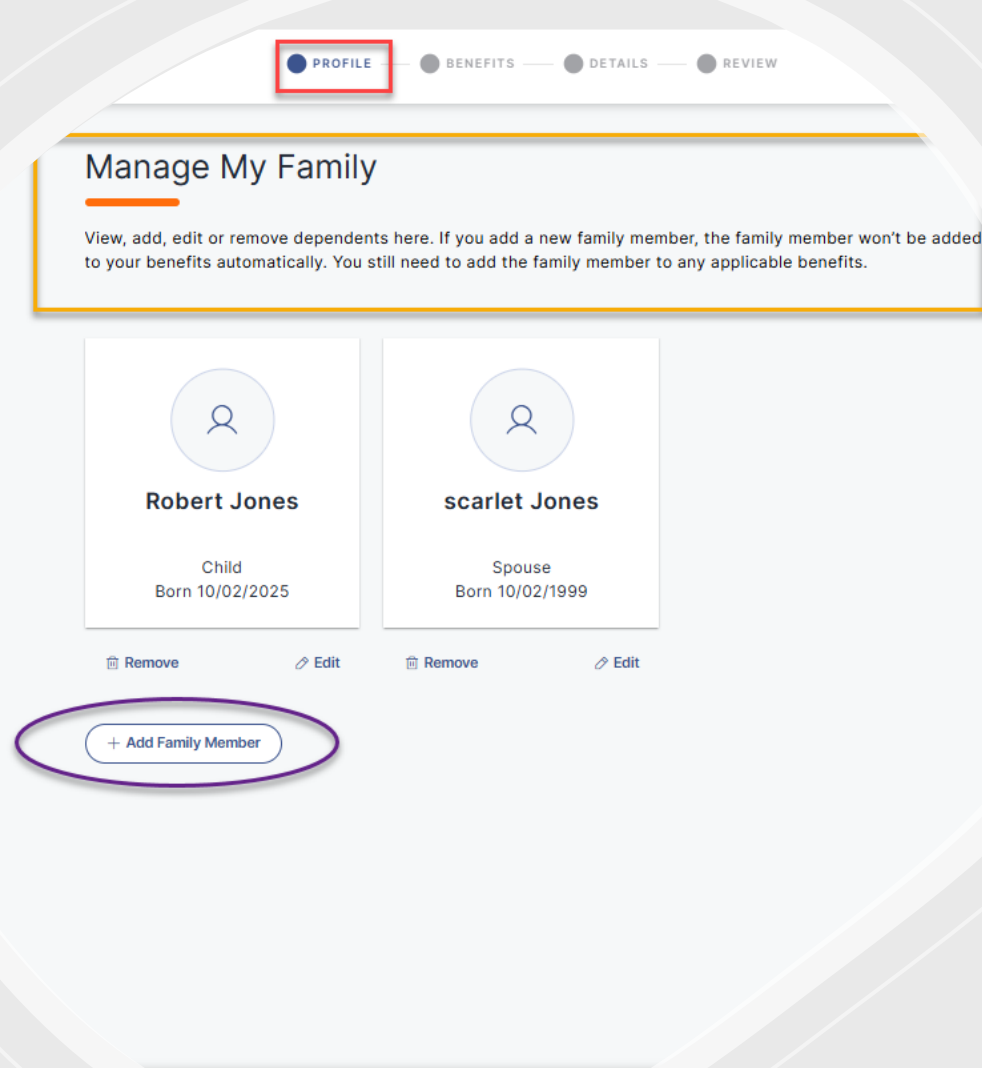
Alternate E-mail
alternate_test@pctest.com

Preferred Mode Of
Communication
—

Step 1 & 2:

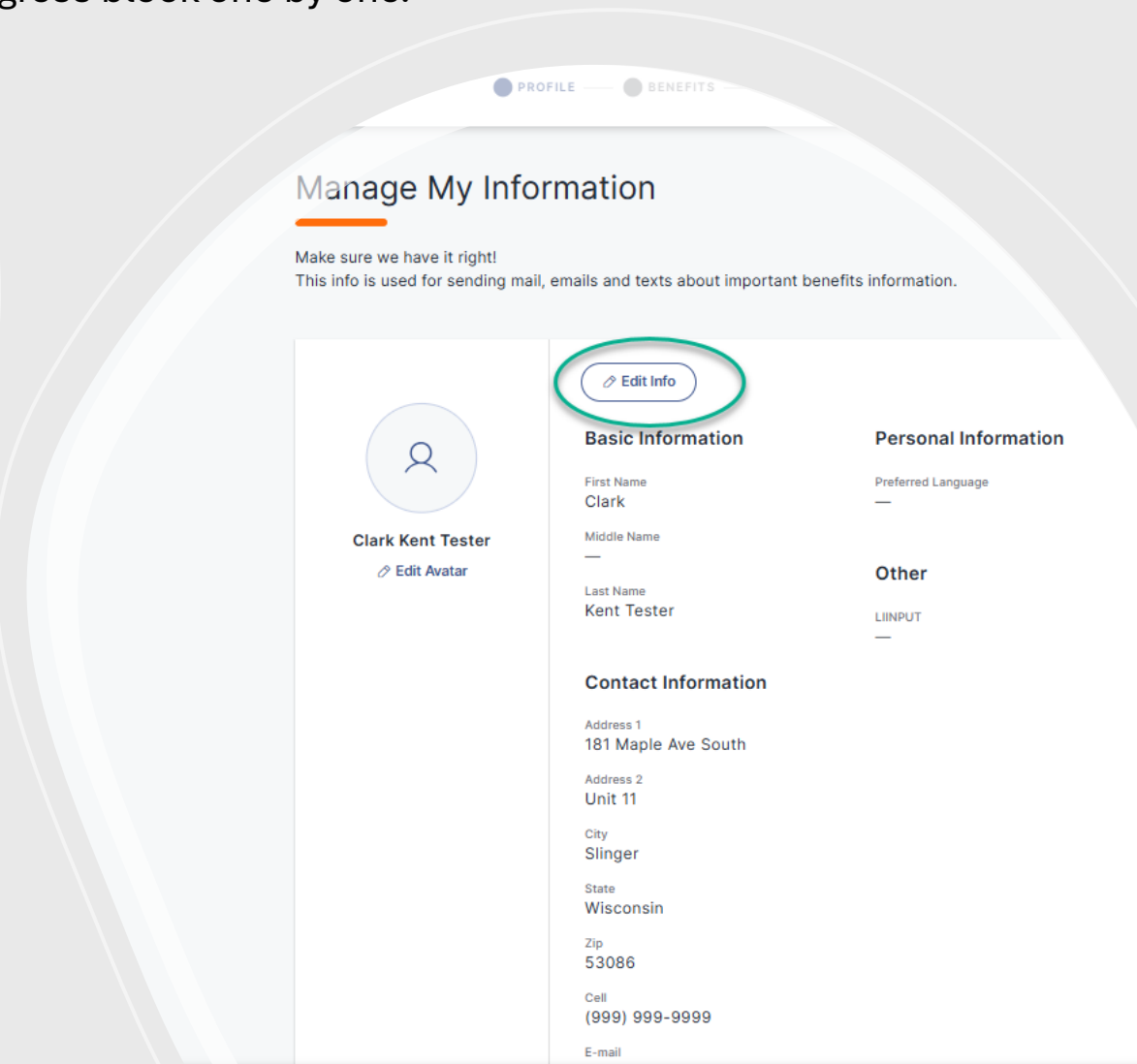
Upload your profile avatar (photo). Review your personal information, add contact details.

After completing each section, click “Let’s Continue” to move to the next step.



Important Reminder:

After updating all the information on any page, always click on “Let’s Continue” to move to the next step. This ensures your progress is saved and you can complete all sections in the red progress block one by one.





Enhance your choice

Want to make a great choice even better? Discover what Benefit Options are offered.

Ready to keep going? You must click "Explore" on your remaining benefit plans before you can check out.

Explore Benefit Options

Bundle Support will suggest you the best suitable options.

HEALTH

\$428.87

Medical Option 1 Pre-Tax Plan

BCBS of Alabama

Start Date: 6/1/2026 | Last Updated: 6/1/2026

You

\$149.10

Per Pay Period

Explore

Click Explore to review and confirm or choose another option.

Dental - Pre-Tax

BCBS of Alabama

Start Date: 6/1/2026 | Last Updated: 6/1/2026

You

\$11.87

Per Pay Period

Explore

Click Explore to review and confirm or choose another option.

Vision - Pre-Tax

VSP

Start Date: 6/1/2026 | Last Updated: 6/1/2026

You

\$3.61

Per Pay Period

Explore

Click Explore to review and confirm or choose another option.

Clicking on explore button on each benefit and mark your election.

System won't allow you to continue unless you visit each benefit page

Let's Continue →

Medical And Rx

The first step: Choose your Medical Insurance.

Decide what's right for your lifestyle. Figuring out which plan is right for you and your family can be a little complicated—but don't worry, we're going to help you figure it out.

[Learn More](#)

Who's Covered (3)

☐ You



Beau (11)



Beka (34)

Coverage Level

EMPLOYEE + FAMILY

✓ CURRENT PLAN



Medical Option 1 Pre-Tax Plan



\$301.15

Per Pay Period

[View Plan Details](#)



This plan is FSA eligible.

Deductible

\$250

IN-NETWORK

\$500

OUT-OF-NETWORK

Office Visit For Primary Doctor

No Charge

IN-NETWORK

20% Coinsurance

OUT-OF-NETWORK

[Keep This Plan](#)

☐ Add to compare

Available Plans

Enrolling Dependents and Choosing a Plan

On this page, pay attention to the highlighted section:

Who's Covered:

Use this section to manage dependent enrollment.

- Check the box for each dependent you want to include.
- Uncheck the box for any dependent you do not want to enroll.

Choose Plan:

Select the plan that best fits your needs.

- Review all available options by scrolling up and down the page.
- Compare coverage details before making your selection.

Tip: Ensure you review every option carefully before proceeding to the next step.

Benefit Details

You're Doing Great!

Complete your benefit details today! By filling out the necessary details for your benefits, you ensure you receive the maximum value and access to all the perks available to you. Don't miss out on the opportunity to optimize your benefits—take a moment to complete your details and embark on a journey towards enhanced well-being and financial security.



Add Your Beneficiaries

Protect your family's financial well-being by adding beneficiaries to your benefit coverages.

0/1 complete

***Required**

Action Required:

After completing your benefit selections, you will be directed to the Beneficiaries tab. Locate the section highlighted in the green box and click on it to proceed.

Add Your Beneficiaries

View, add, edit or remove beneficiaries for any of your coverages below by changing the allocation amount, deleting the current beneficiary or adding a new primary or secondary beneficiary.

Basic Employee Life And AD&D

Coverage amount: \$15,000.00



Primary Beneficiaries*

You must designate a primary beneficiary for this benefit.

[+ Add Beneficiary](#)

Would You Like To Add Secondary Beneficiaries?

Secondary beneficiaries receive the benefit if the primary beneficiaries are no longer alive or can't be found. As with primary beneficiary allocation, multiple secondary beneficiaries may be designated. Designating secondary beneficiaries is not a requirement, but is strongly encouraged.

[+ Add Beneficiary](#)

< Back

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+ Add Beneficiary

Looks Good, Continue



Add Beneficiary

Select an existing beneficiary from below or enter a new beneficiary's information below.

Existing Beneficiaries

Robert Jones Child	☒
Add to All Benefits	☐
Defined allocation	50

scarlet Jones Spouse	☒
Add to All Benefits	☐
Defined allocation	50

Or Create New One >

Close

Save

Important Rule

The combined allocation for all beneficiaries must equal 100%. If the total is less than or greater than 100%, the system will display an error and you will not be able to proceed to the next step.

After reviewing each benefit, click ‘Let’s Continue’ to save your progress and move to the next step.

Review

Almost Done!

If you have a valid email address on file, a confirmation statement will be **Emailed** to you automatically.

Your cost Per Pay Period: \$0.00	\$0.00 Per Pay Period
Employer Contribution: \$2.70	

Health

Medical	Unelected View / Change
Dental	Unelected View / Change
Vision	Unelected View / Change

[Checkout →](#)

Review Your Selections and Costs

On this page, you will see:

- Your PPP Cost – the amount you will pay for your selected benefits.
- Employer Contribution – the amount your employer is paying on your behalf.
- A summary of all benefit plans you have selected.

Next Step

- Review all details carefully to ensure accuracy.
- If everything looks correct, click the **“Checkout”** button to finalize your enrollment.

Once you click Checkout, your enrollment will be submitted. You may receive a confirmation message or email for your records.

Life Event (Qualifying event)



Hello Test 8!

Welcome to your single destination to choose, use, and manage your benefits all year long.

Quick Links

[My Benefits](#)[My Inbox](#)[Employee Benefits](#)[Schedule with Doctor
on Demand](#)

My Benefits

[View All](#)

Need to update your benefits due to a recent change?
(Like marriage, birth, divorce, or other change)

[Change My Coverage](#)

Medical Option 2 P...

18 of your household
of dependents



Dental - Pre-Tax

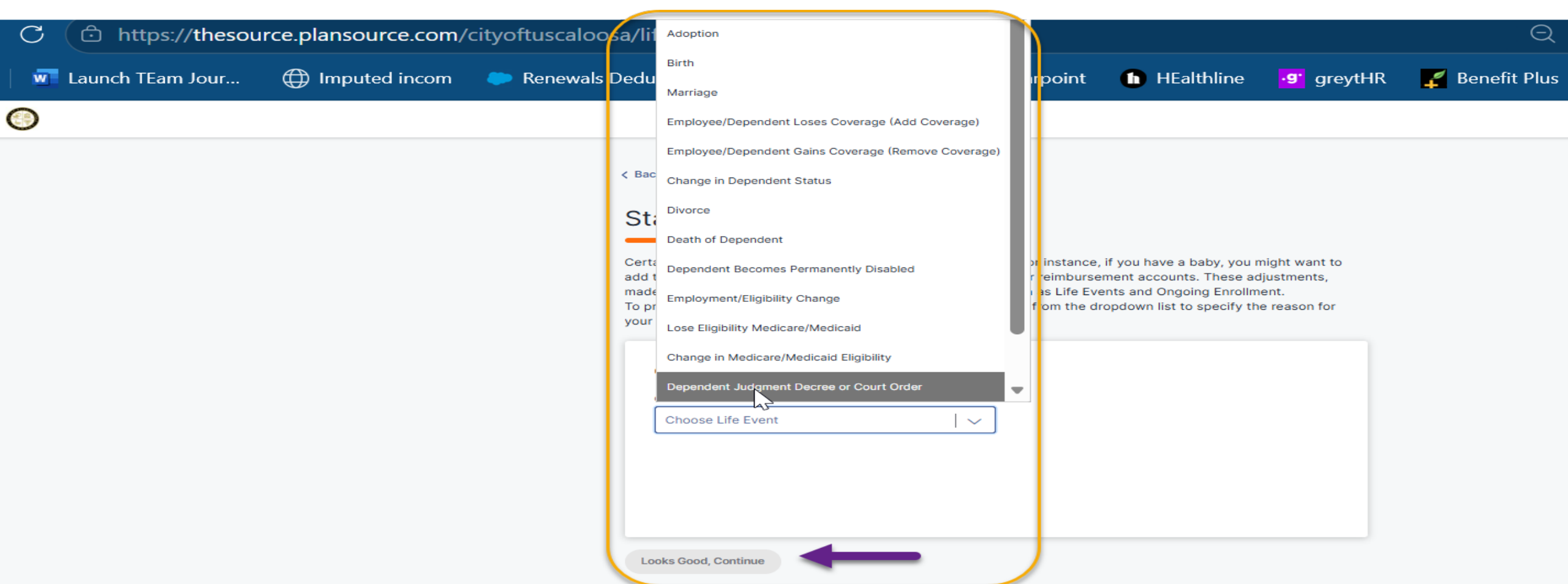
18 of your household
of dependents



Vision - Pre-Tax

vsp
vision care

If you experience a Qualifying Life Event (such as marriage, birth, divorce, or loss of coverage), click the highlighted *Change My Coverage* button to begin the process of reviewing and submitting your benefit updates.



Choose the applicable Qualifying Life Event, enter the event date, and select Looks Good, Continue to proceed. Once validated, continue through the enrollment workflow to review and update your benefits as needed.