EMPLOYEE BENEFITS MOBILE ACCESS

GET STARTED WITH PLANSOURCE

DOWNLOAD THE APP



APPLE DEVICES

1. Search for **PlanSource** in the App Store.
2. Tap **Get**, then **Install**.
3. If prompted, sign in to the iTunes Store to complete the installation.

ANDROID DEVICES

1. Search for **PlanSource** in the Google Play Store app.
2. Tap the **PlanSource** icon and click **Install**.
3. Follow the on screen instructions to complete the installation.



For either device, don't forget to enable Notifications.
If you don't, you will miss out on important messages!

plansource

LOGGING ON TO PLANSOURCE

1. Once installed, open PlanSource on your mobile device.
2. Enter your PlanSource username and password.

Username: COT+ 5 digit Munis ID (on paystub)
Password: DOB MMDDYYYY

Example: Munis ID 12345 and DOB Jan 1, 1970
Username: COT12345 **Pwd**: 01011970