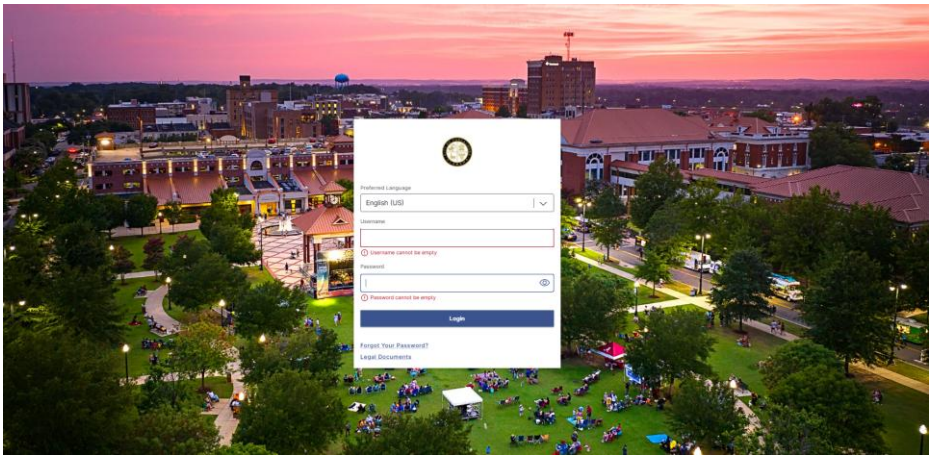
Enrollment Instructions

To enroll in benefits, go to: https://thesource.plansource.com/cityoftuscaloosa

Login Page



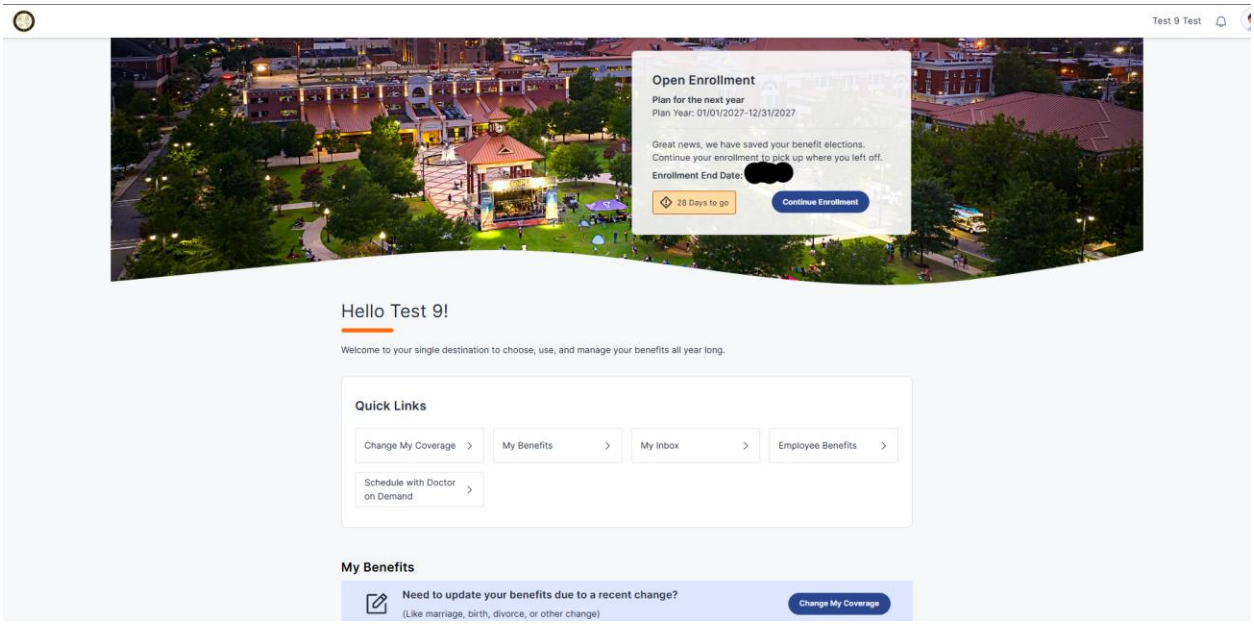
Username: Your username is "COT" and your five digit Munis ID

- If your Munis ID is 12345, your username would be: COT12345

Password: Your initial password is your birthdate in the MMDDYYYY format.

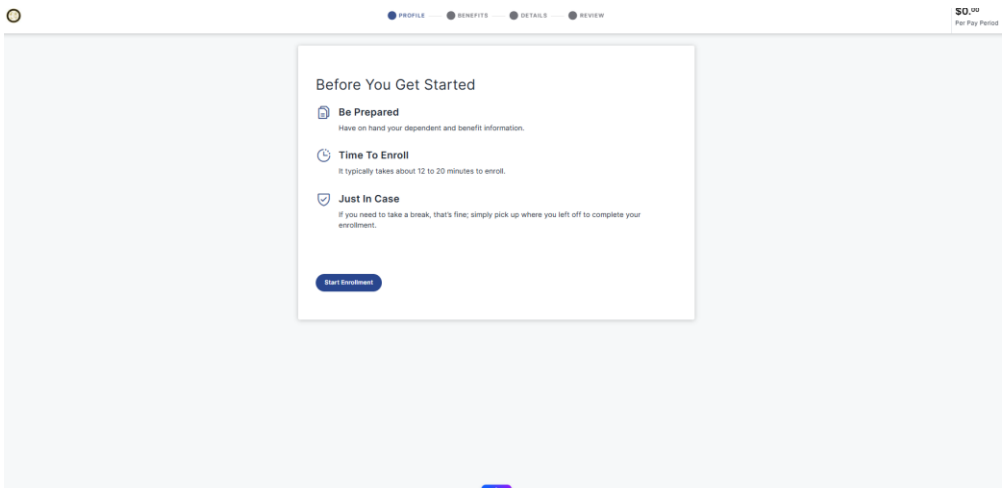
- If your birth date is June 4, 1979, your password would be: 06041979. The first time you log in, you will be prompted to change your password.

Home Page



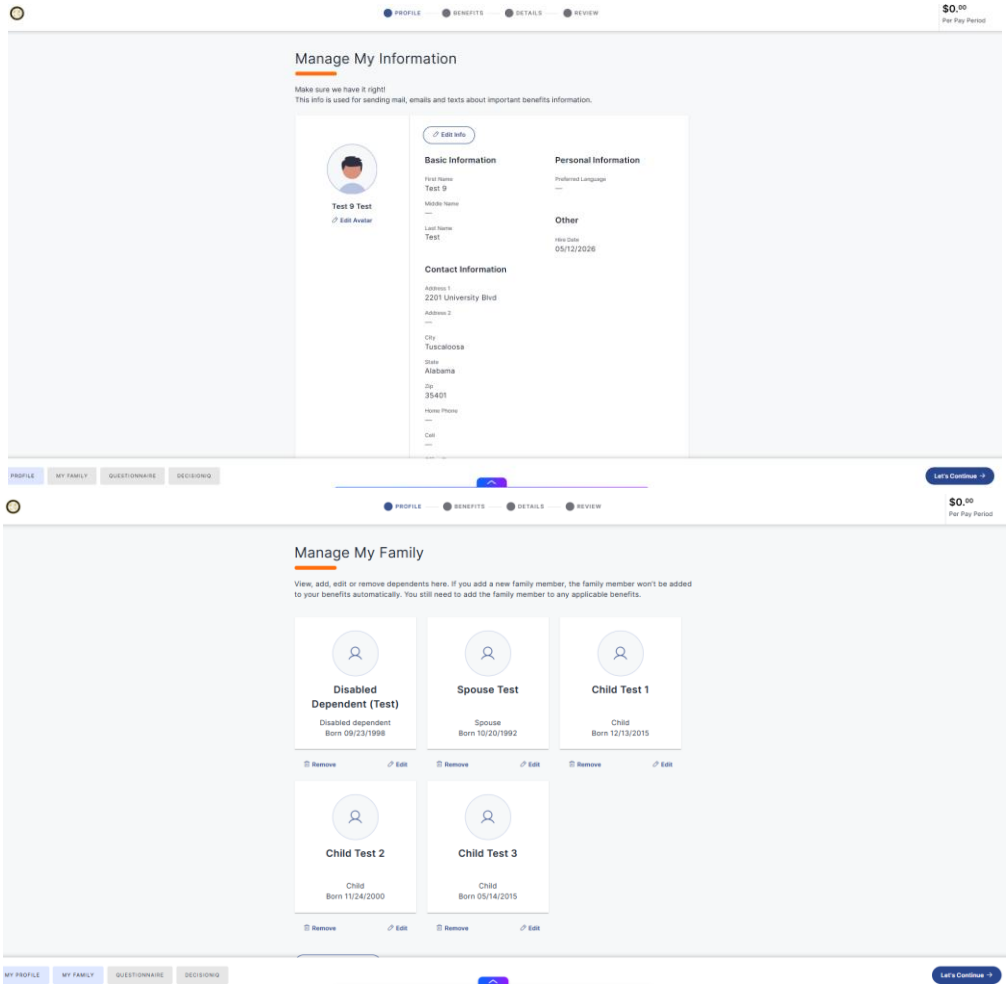
On the home page, select *Get Started* to begin.

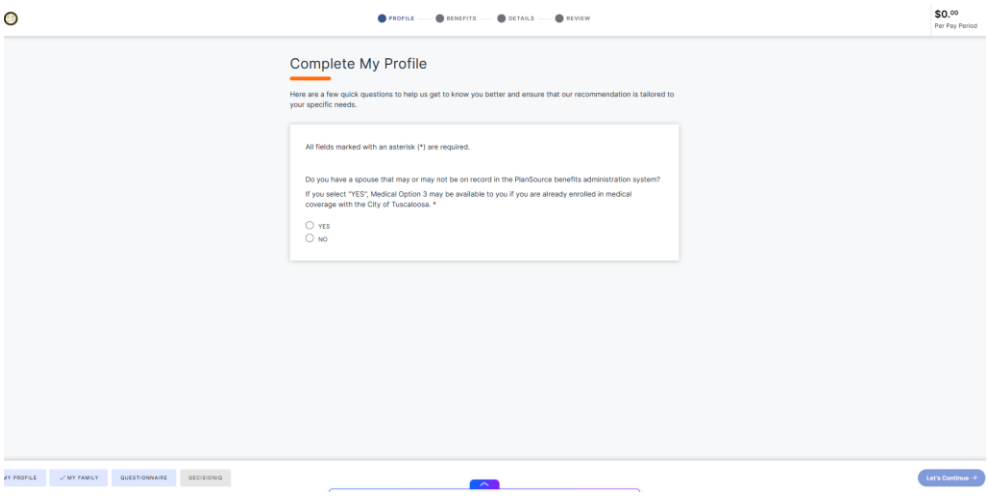
Before You Get Started



On the *Before You Get Started Page*, select *Start Enrollment*.

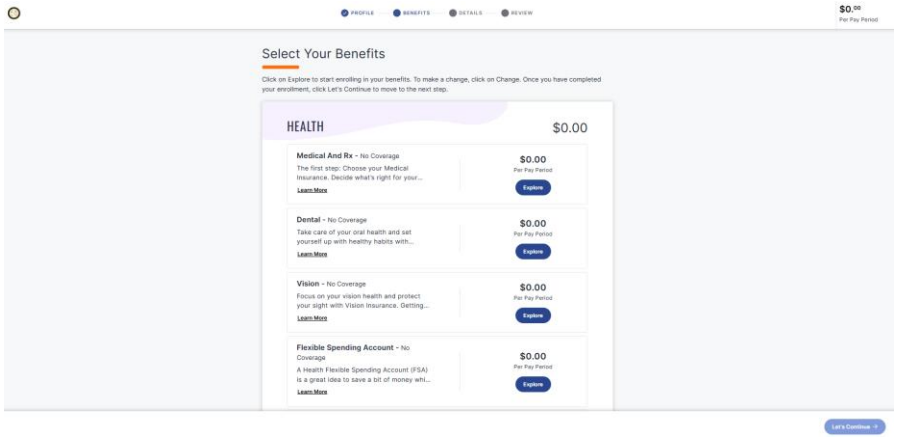
Profile



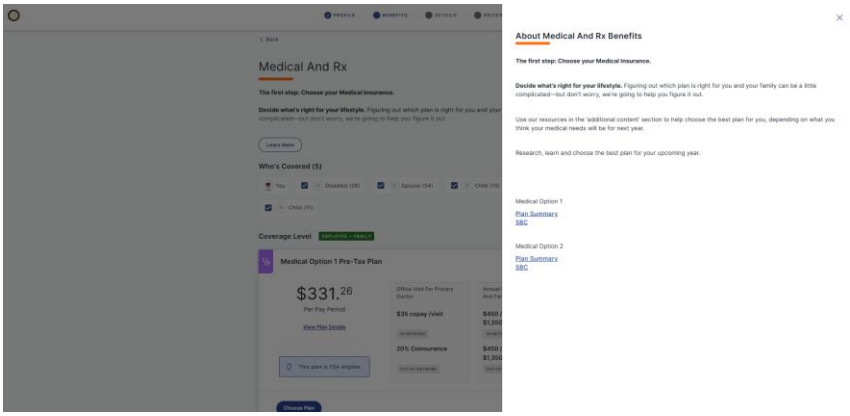


You'll be asked to review and update your profile picture and ensure that all demographic information listed about yourself and your family members is correct. You may also add family members when you enroll in benefits or make benefit changes. You will also be required to answer a survey question if you have a spouse housed in the PlanSource system.

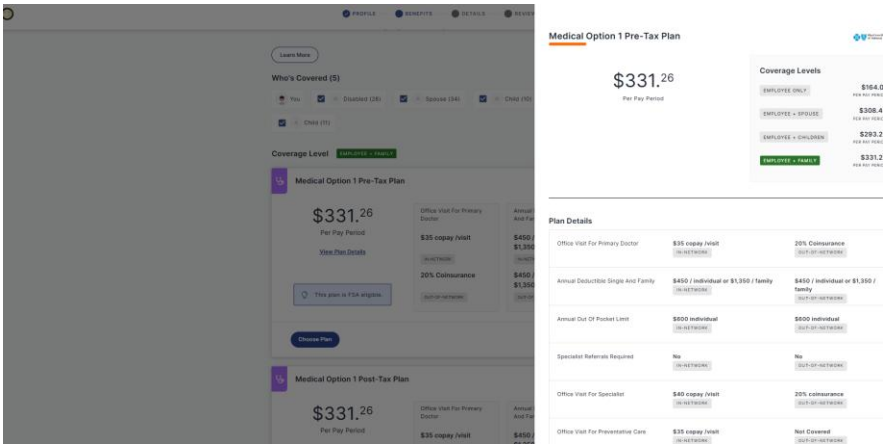
Select Your Benefits



You can now begin selecting your benefits! Educational material about the specific plan type is available when you select *Learn More* on the benefit page.

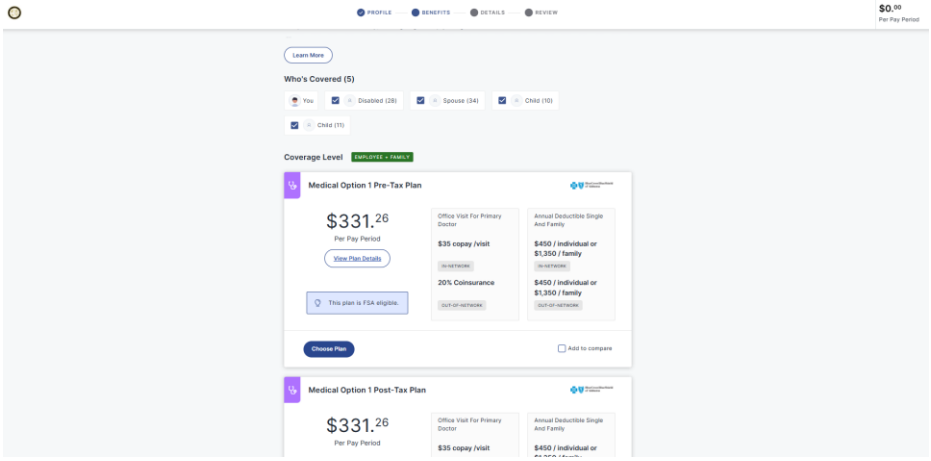


Plan Details



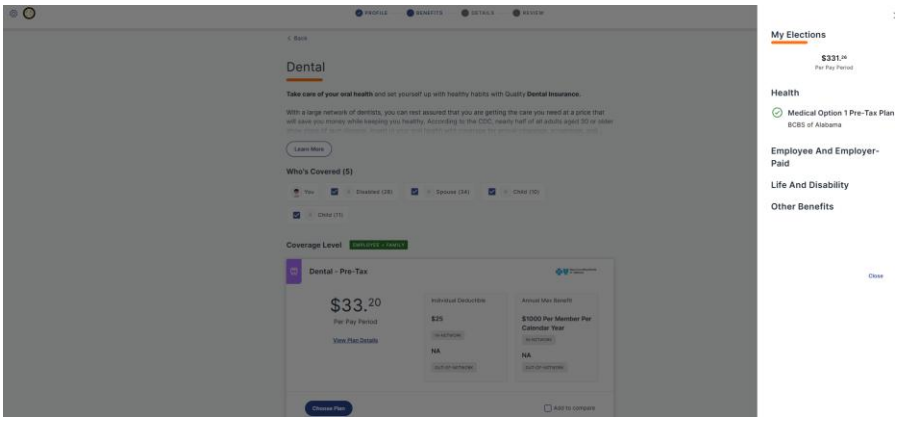
The *Plan Detail* page will give you information about each plan, such as the deductible, cost per pay period, and projected costs.

Select Plan



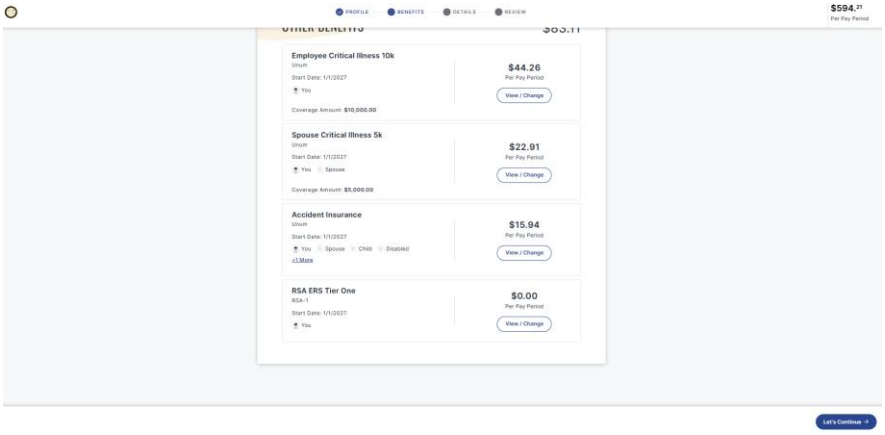
To select a plan, indicate which family members are covered by selecting the check box next to each family member's name. Then, select *Choose Plan* to add the benefit to your cart.

Shopping Cart

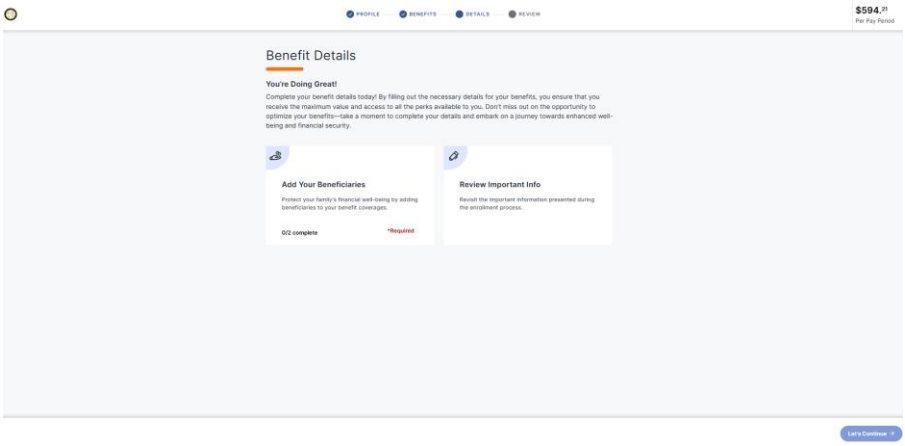


The shopping cart displays a running total of your combined benefits costs and shows your progress. You will need to select or decline each benefit type before you can check out.

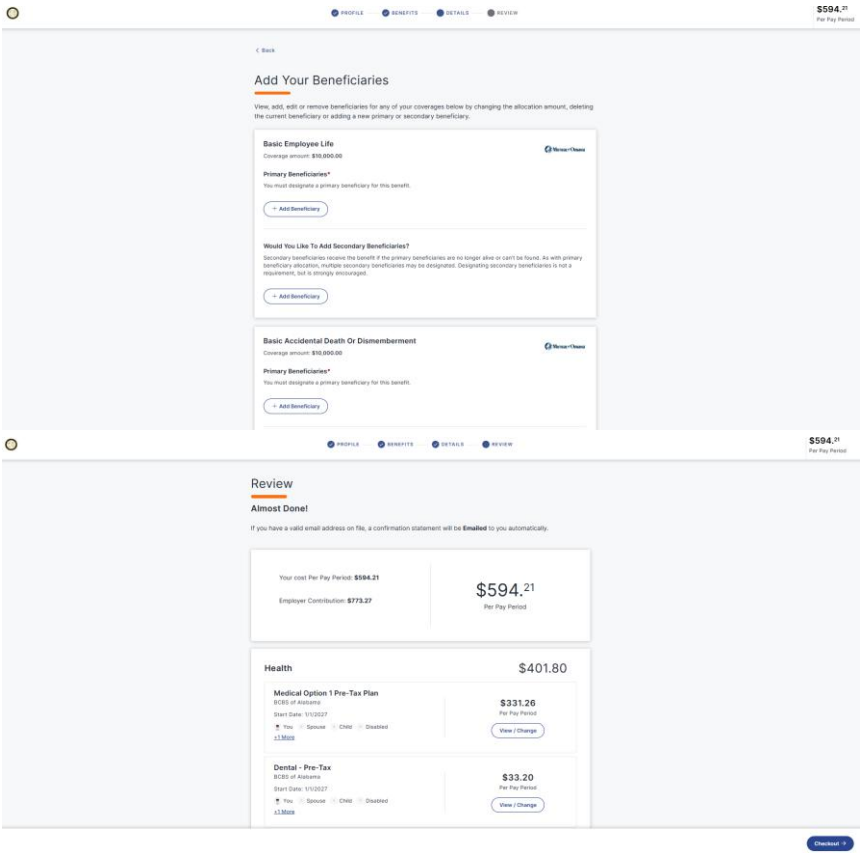
Checkout



To finalize your choices, select *Let's Continue*.



If you have selected life insurance, you will need to add or review beneficiaries.



Once you have reviewed and approved your beneficiary information, select *Let's Continue* and then *Checkout* to complete your checkout. ***You must complete your checkout to be enrolled in your benefits*.**