

# Benefit Enrollment for Newly Eligible Employees

## Welcome from the BSA Benefits Center!

As a new employee, it is important to make your benefit elections as soon as possible.

You have **30 days** from your hire/rehire date of \_\_\_\_\_ to enroll or waive participation in the BSA Benefits Program. Your benefit elections, if any, will be effective as of your hire date. If you do not make any elections **within 30 days**, your coverage will default to the employee-only level of dental, group life, basic accidental death and dismemberment, long-term disability, Scout Executives' Alliance, and BSA Thrift Plan (3%) (if eligible). Your next opportunity to enroll, add dependents, or change coverage will be during annual enrollment or if you have a qualified life event during the year.

Benefit information is available at <http://mercerhrs.com/scouting2health/>. This website includes the *Boy Scouts of America Benefits Handbook*, links to our benefit providers, and other information on the BSA Benefits Program.

To enroll or waive participation, log on to <http://bsabenefits.mercerhrs.com>. The website is updated with new employment records every Wednesday, so it may be several days after the council has processed your hire information before the website recognizes you. Click on New Hire Account Access under Help for New Users. Enter your SSN twice as prompted, enter "BOYSCOUT" for your employer's unique identification code, and click Next. Use the following information to fill in the remainder of the data prompted. If you are taken back to the home page with a message "Warning: The account you attempted to create already exists," put in your SSN as the username under Returning Users and your birthdate in MMDDYY format.

Company Code	Select Your Region
Location Code (This is your three-digit council number)	
Employment Status	Select Employment Status
Employee Class	Select Employee Class
Scheduled Hours (Enter hours worked in standard week)	
Annual Base Pay	
Pay Frequency	Select Pay Frequency
Work State	

If you wish to enroll any dependents, you will need to provide the name, address, Social Security number, and date of birth for each.

Once this information has been entered, you will be able to review the plans for which you are eligible and enter your benefit elections.

You can also enroll by calling the BSA Benefits Center at **800-444-4416** between the hours of **9 a.m. and 6 p.m.** Central time any business day. The representative will ask you for the above information.

Once your employment record is received and processed at the BSA Benefits Center, you will be sent a confirmation statement of your benefit elections, through either BSA email or a mailed confirmation statement. Payroll deductions will be sent to your employer.