



2014 Self Service Open Enrollment Guide

The following Guide will help you enroll online through Self Service. The instructions in this guide will help you to access Self Service, update your dependents, view your current benefit elections and complete your 2014 enrollment process.

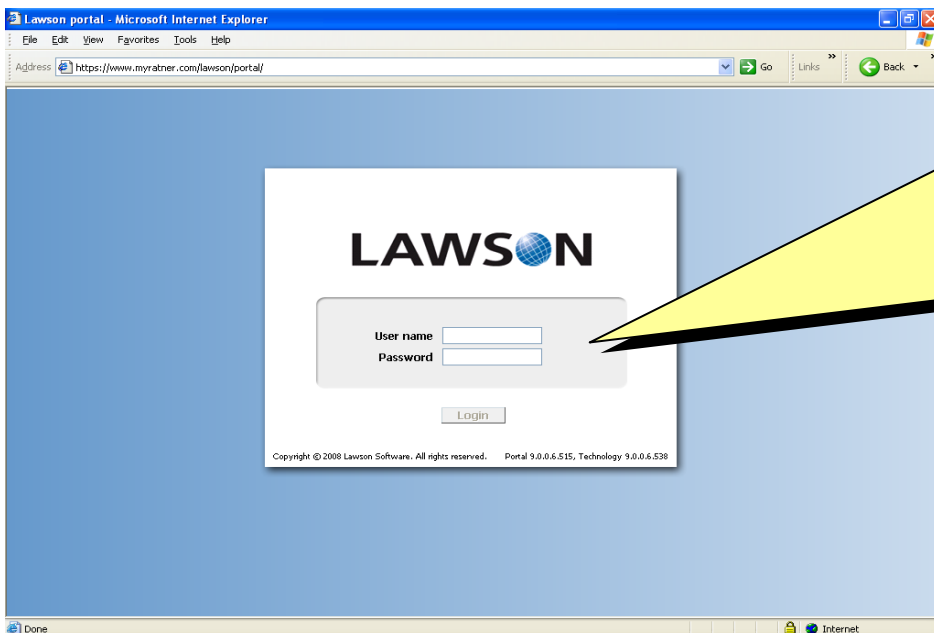
Before you begin:

- **IMPORTANT NOTE: All dependents (spouse, children, and domestic partner) MUST have a valid SSN on file for any insurance plan.**
- Please be sure to have the aforementioned SSN with you BEFORE you begin.
- You can visit the website to submit your elections anytime during the Open Enrollment period. The last submission you make will be recorded as your elections.

Access Self Service:

There are two ways to access Self Service:

- If you are a Salon Associate you can go to portal page of **Retail.Net** by clicking on the Brand logo. Once you are on the portal page, click the SELF SERVICE link.
- From your home computer (or office computer for Resource Associates) enter <https://myratner.com> in the address bar of an internet browser (like Internet Explorer). **The following page will appear:**



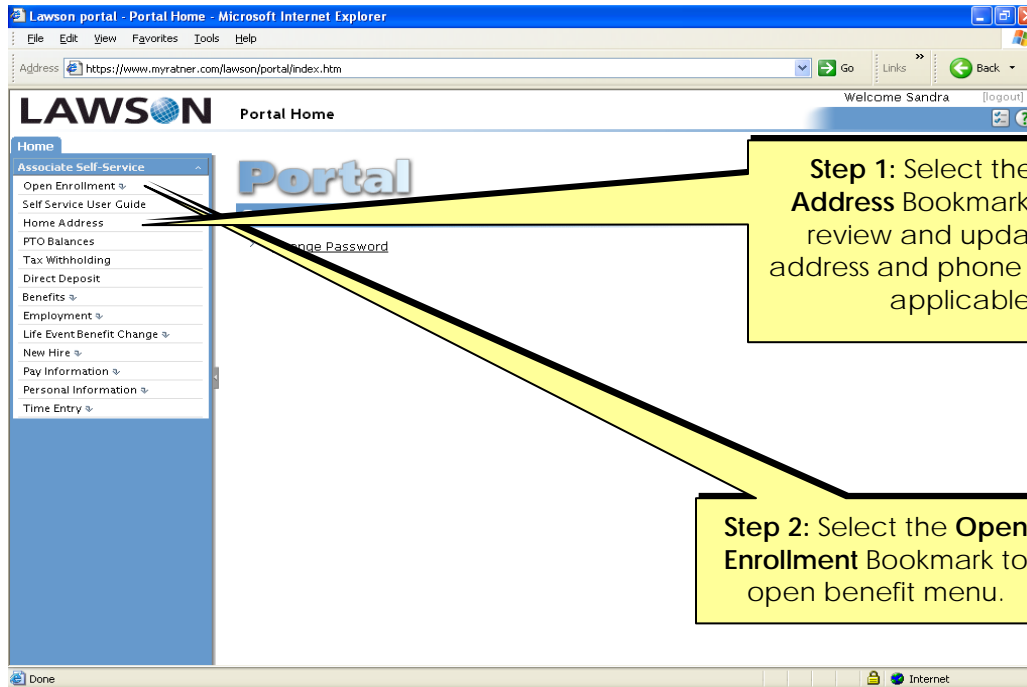
Associate ID (same ID used to access Retail.net system) and the password will be the **last four digits of your Social Security number**

Resource Associates: User Name & Password - Use your **Windows Sign-on** (NT ID used to sign on your office computer) and the password will be the **last four digits of your Social Security number**.

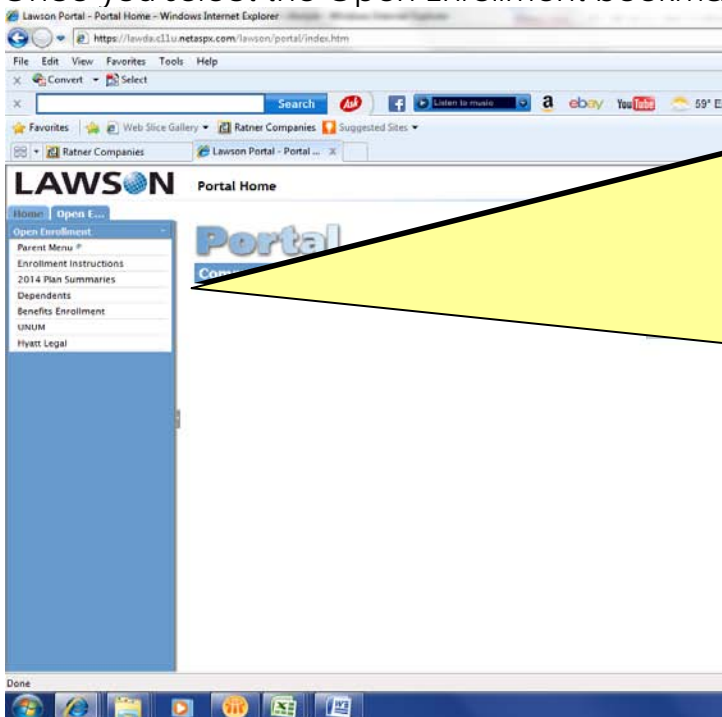
Then click the Login button to begin!



Once you click the Login button, the Self Service Portal Page will open. The Open Enrollment bookmark will appear in the navigation panel <see below>.



Once you select the Open Enrollment bookmark, the following page will open:



Enrollment Instructions: Select this bookmark to access the Self Service Open Enrollment User Guide.

2014 Plan Summaries: Select this bookmark to review plan summaries for 2014.

Dependents: IMPORTANT – Please select this bookmark to review your dependents. If you are missing a dependent (spouse or child) or the information is incorrect, please add or change the records before proceeding with the Open Enrollment process.

Benefit Enrollment: Select this link to complete the 2014 Enrollment process.

UNUM: After completing the Benefit Enrollment process, select the UNUM Bookmark for Voluntary Benefits <optional>.

Hyatt Legal: Select bookmark to enroll in or stop Hyatt Legal Plan <optional>

CHC Beneficiary: For Salon Associates Only. Please enter CHC Limited Benefit Medical plan beneficiary information on this page.



Before beginning the Open Enrollment process, please review your dependents (spouse & children). Select the Dependent Bookmark. The following page will open.

All dependents MUST have a valid SSN on file

Step 3: Please review your family members displayed on this page. Click the name of the family member to review their details or make changes. You cannot remove dependents from this screen, however, you can change the relationship to ****INACTIVE**** if they no longer meet the eligibility criteria for enrollment in our plans. If you need to add a new family member, click the "Add" button. For newborn children for whom you do not have a SSN, please enter 999-99-9999. You will need to provide this information in next few weeks.

Name	Social Number
DONALD DUCK	123-45-6789
HYATT LEGAL	7-65-4321
CHC Beneficiary	99-99-9999

Detail Form:

- First Name: DONALD *
- Middle Initial: []
- Last Name: DUCK *
- Name Suffix: []
- Birth Date: 08/16/1956 (MM/DD/YYYY) *
- If Adopted, Date: [] (MM/DD/YYYY)
- If Adopted, Placement Date: [] (MM/DD/YYYY)
- Social Number: 123-45-6789
- Type: Spouse *
- Status: Active *
- Relationship: HUSBAND *
- Address: Home *
- Primary Care Physician: []
- Gender: Male *
- Student: No
- Disabled: No
- Smoker: No

Once all dependents are updated, select the **Benefit Enrollment** bookmark. Select the **Continue** button to begin enrolling in specific benefit plans.

Benefit Enrollment Checklist:

- **ENROLLMENT INSTRUCTIONS:** click on the tab to review the Lawson Associate Self Service instructions
- **PLAN SUMMARIES:** Review the plan details before you start your elections
- **DEPENDENTS:** if you plan to cover your spouse, domestic partner or children, make sure they are added first and their information is accurate
- **UNUM:** Click this tab to schedule a return call from a licensed UNUM representative
- **HYATT:** Click this tab to elect or stop your Hyatt Legal Plan coverage
- **BENEFITS ENROLLMENT:** Remember to print and UPDATE your elections for 2014

Note: your UNUM and HYATT elections will not reflect on your Benefits Enrollment summary. Hyatt will be reflected on the Benefits Confirmation you receive in December and you will receive a separate UNUM confirmation notice mailed to your home.

For assistance with the Open Enrollment process, please contact the Open Enrollment call center at 800-650-6118, open from 9 a.m. to 6 p.m. (EST) Monday through Friday. The representative can help answer general benefits questions, assist in enrollments and process enrollment in the Unum Voluntary benefits.

[Continue](#)

Step 4: Carefully read the Enrollment Checklist then Select **Continue** to begin the process.



You must make your elections in order.

EXIT: If you press the exit button, you will exit the system, but your elections are not saved. You may access the system again to elect your benefits

Once your elections are entered, you will have a summary of your elections. Please **CAREFULLY** review your elections. Press the **MAKE CHANGES** button to edit your choices

Press the **CONTINUE** button if you are happy with your elections.

TO FINALIZE YOUR ELECTIONS:

To finalize your elections, press either **SUBMIT AND PRINT** or **SUBMIT AND DO NOT PRINT** to complete the enrollment process.

REMEMBER: Click the **UNUM** tab to talk to a representative about the Voluntary Insurance Products

REMEMBER: Click the **HYATT LEGAL** tab to elect or cancel your participation on the legal plan

SALON ASSOCIATES: Designate your beneficiary for the life insurance benefit you receive with your CHC Limited Indemnity