

Flex Technology Group – Kronos/PlanSource User Guide

As a current employee, this guide will walk you through the steps and screens to access your current Flex Technology Group Benefit programs.

You will learn how to:

- Access your benefits with your Kronos log-in
- Review your current benefits elections
- Submit a Life Event
- Add or Edit Beneficiaries
- Review the benefit plan library and benefit program resources

How to Access Benefits through Kronos

Log into Kronos with your username and password to access your Kronos employee main page

Tip: Your Username is your last name the last 4 digits of your social security number

If you have forgotten your password – click “Forgot your Password” to have your password reset



Click on the Menu button (3 lines) that are on the top left of the screen, next to the Flex TG Logo



From this menu, Click on the STAR icon (Favorites) and click the “Links” drop-down menu
Select “Kronos Benefit Center”



You will be connected to the PlanSource Log-In page

Use the same KRONOS Username and Password to access the PlanSource Benefits page

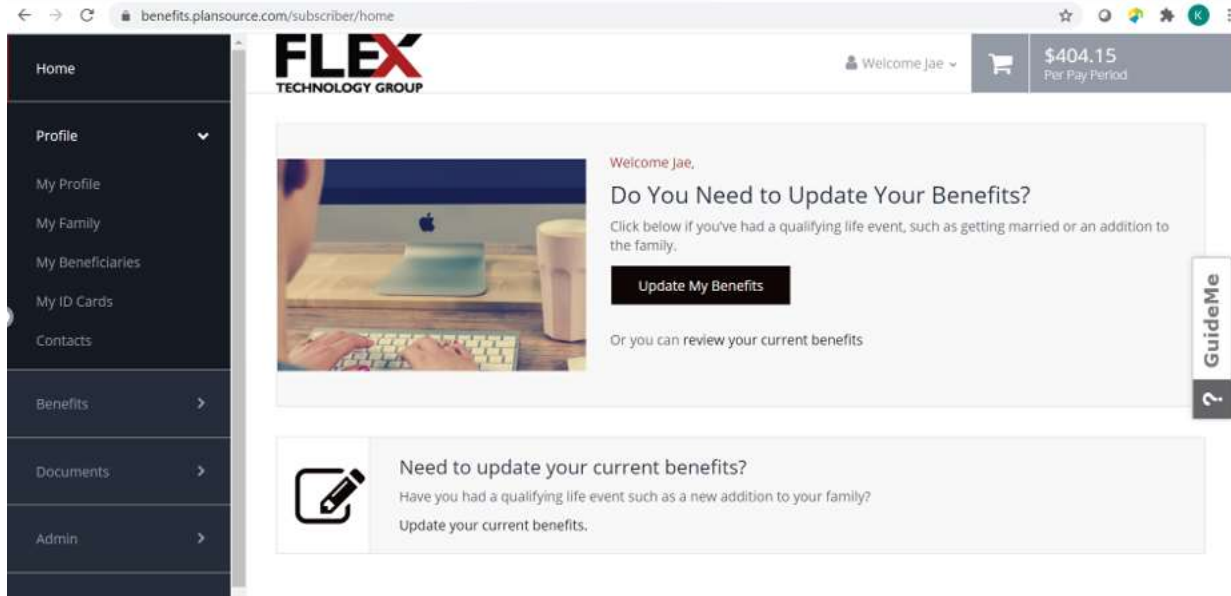


Navigating PlanSource

The PlanSource home page features a menu of options on the left side of your screen. You can select from one of the categories on the left side or click from the options presented in the middle of the screen, such as “Update My Benefits” or “Review Current Benefits”.

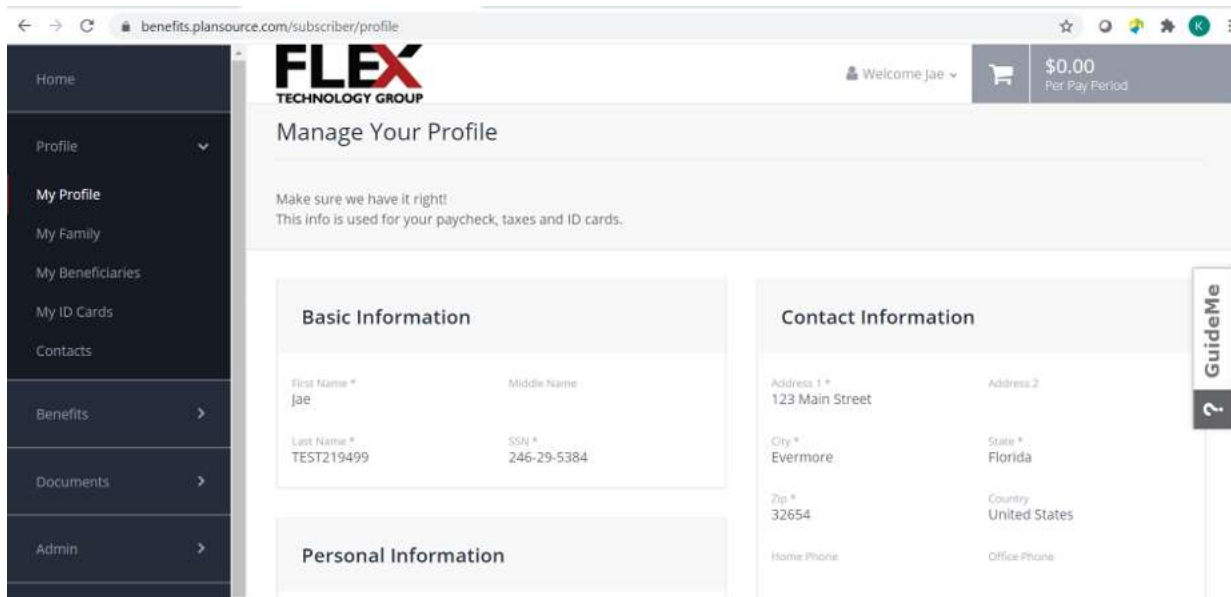


The sections on the menu bar: “Profile” tab includes categories such as, My Profile, My Family, My Beneficiaries, My ID Cards, Contacts. Select the profile category that best suits your need or you can click on “Benefits” tab to view your current benefits, or the “Documents” tab to access your current uploaded documents for your dependents, or plan details for your benefits elections.



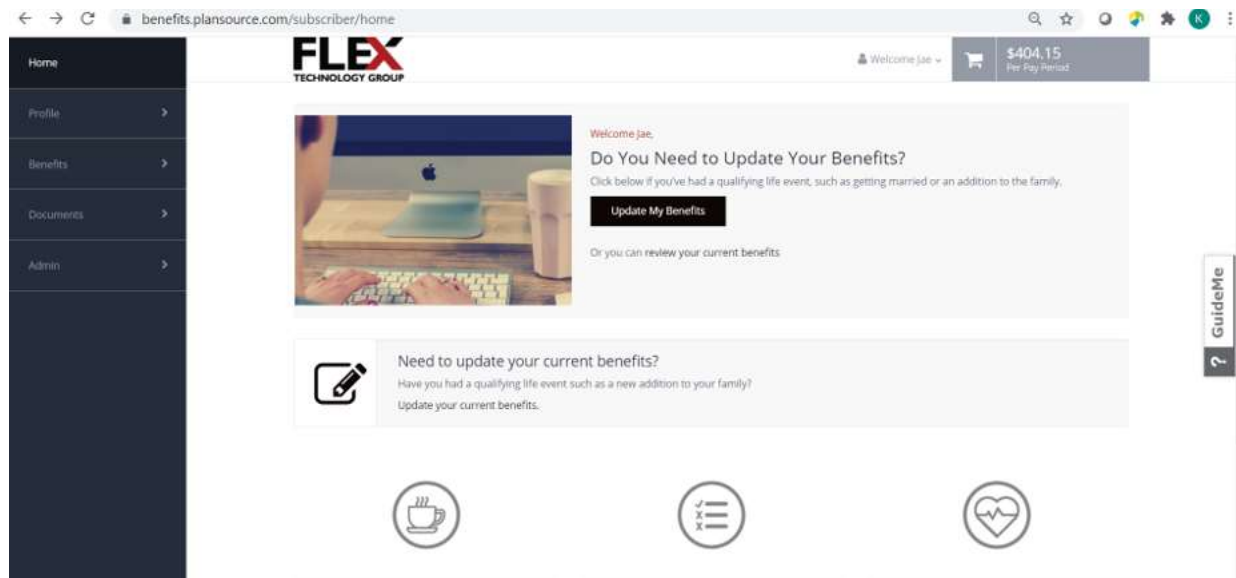
[View My Personal Information](#)

Click on “My Profile” to view your personal account information. Information is uploaded from Kronos to your PlanSource page. If any information is not accurate here, check your contact information in Kronos and make necessary changes.

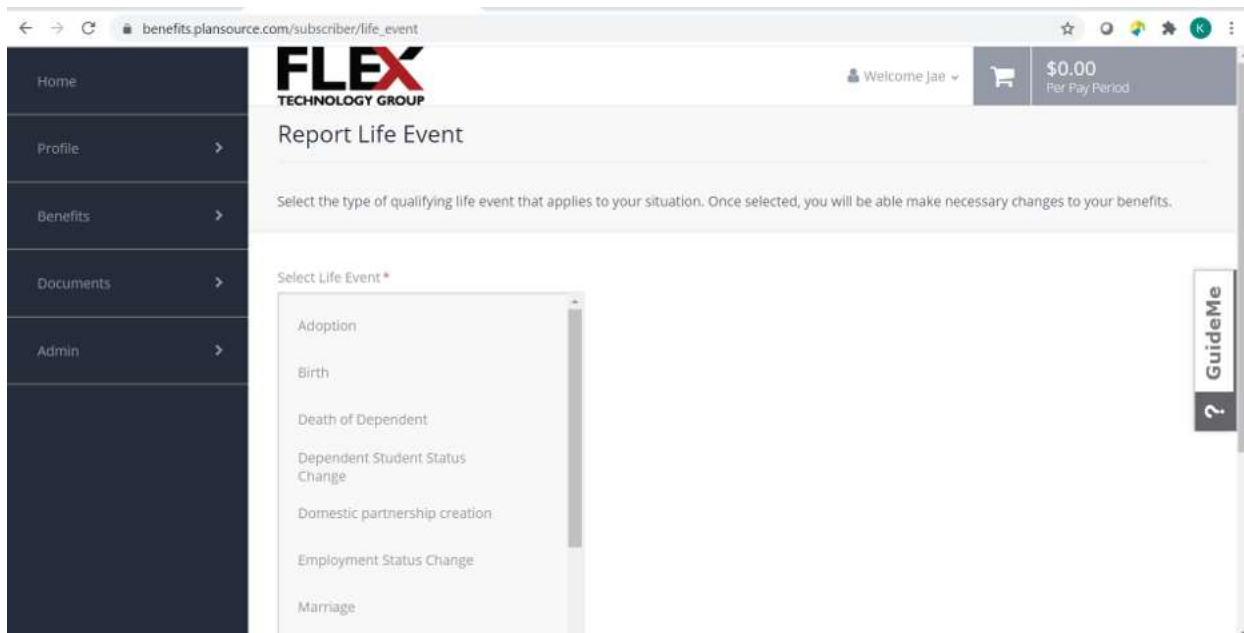


Processing a Life Event

From the Main Home Page, click “Update My Benefits” to access the Life Event Page



Select the corresponding Life Event that applies to you



Once selected, enter the Event Date as well as any relevant notes

Tip: Some life events have timelines, such as within 30 days of the event date, to process changes to benefits.

Click Continue button at the bottom of the screen to proceed. This will navigate you back to your Profile page.

benefits.plansource.com/subscriber/life_event

Welcome Jae | \$404.15 Per Pay Period

Report Life Event

Select the type of qualifying life event that applies to your situation. Once selected, you will be able make necessary changes to your benefits.

Select Life Event *

- Adoption
- Birth**
- Death of Dependent
- Dependent Student Status Change
- Domestic partnership creation
- Employment Status Change
- Marriage
- HSA Benefit Change
- Change in Employment Level
- Dependent Gains Coverage (Remove)

Birth

Congratulations and best wishes to you and the newest member of your family.

Birth is a qualified change in status, so you may make certain changes to your benefits. The coverage changes must be consistent with your change in status. Example: When you have a baby, you may change your medical coverage from single to family coverage.

Event Date *

Notes

[? GuideMe](#)

[Back](#) [Continue](#)

To add a Family Member: Click on “My Family” to add a family member to your account. On this screen, you will view current family members as well as ADD family members. Click “+ Add a Family Member”.

Tip: New family members won’t be added automatically to benefits plans. You will need to add the family member to each benefit selection. See the additional instructions below.

benefits.plansource.com/subscriber/family

Welcome Jae | \$0.00 Per Pay Period

Manage Your Family Members

Add family members here. When you add a new family member, the family member won't be added to your benefits automatically. You will need to add the new family member to any applicable benefits.

Current Family Members

Dina TEST219499
Child
Born 11/14/2006
[View Details](#)
[Remove](#) [Edit](#)

[+ Add Family Member](#)

[? GuideMe](#)

Complete the New Family Member's information including the SSN and Birthdate

Any * fields are required. Additional fields such as Lives at Home or QMCSO (Qualified Medical Child Support Orders) are optional. Click Save.

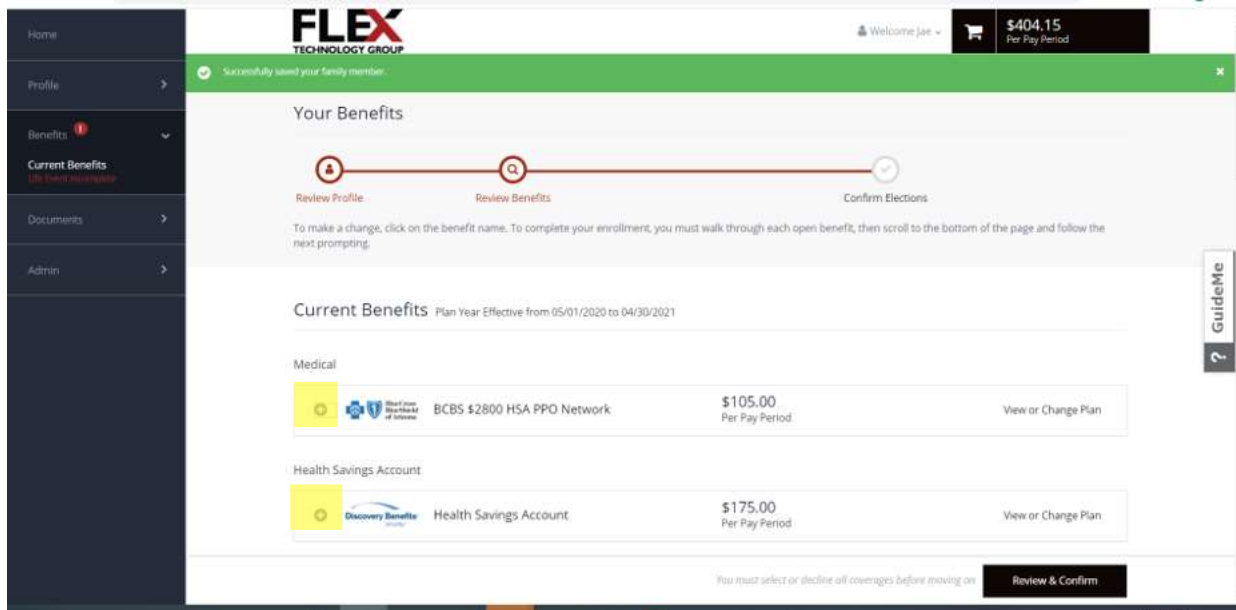
The screenshot shows the 'Add A New Family Member' form in the FLEX Technology Group portal. The form is divided into two main sections: 'Basic Info' and 'Additional Info'. The 'Basic Info' section contains fields for First Name, Middle Name, Last Name, SSN, Select Gender, Birthdate, and Select Relationship. The 'Additional Info' section contains checkboxes for Lives At Home, QMCSO, and Verified. The form is set against a dark sidebar with navigation options like Home, Profile, My Profile, My Family, My Beneficiaries, My ID Cards, Contacts, Benefits, Current Benefits, Documents, and Admin. The top right of the page shows the user's name 'Welcome Jae', a shopping cart icon, and a balance of '\$404.15 Per Pay Period'. A 'Cancel' button and a 'Save' button are located at the bottom right of the form area.

You will receive a confirmation message you have added your family member to your Family Profile

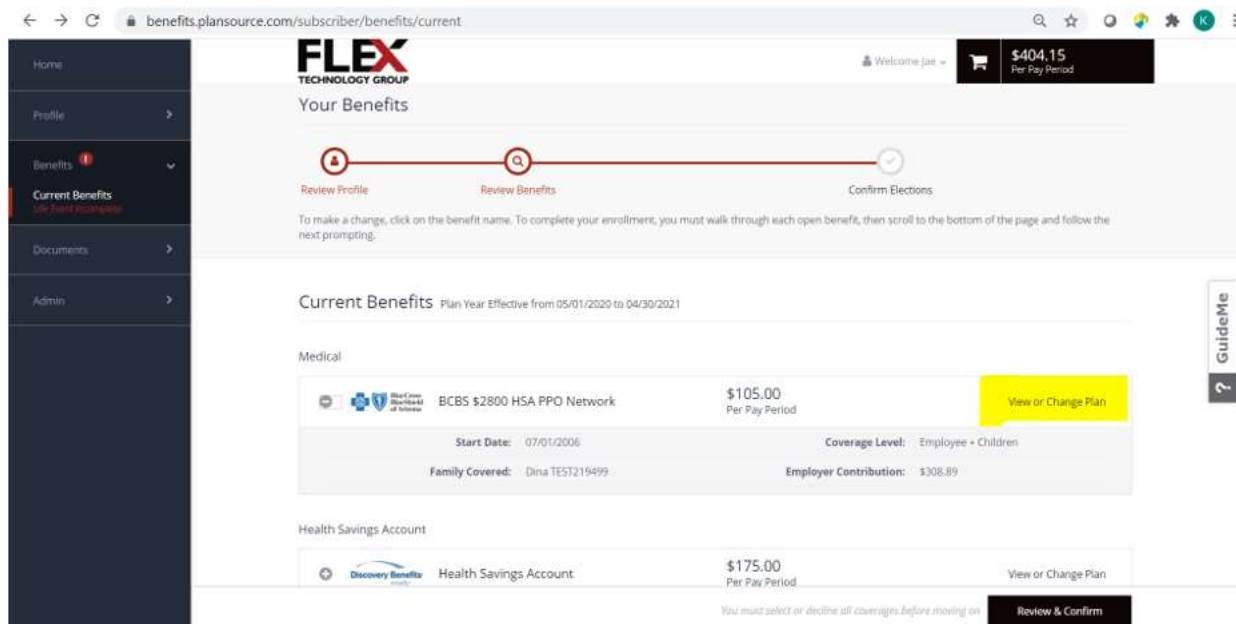
Click "Next: Shop for Benefits" to add the new dependent to the benefit coverage you select from your plan.

The screenshot shows the 'Current Family Members' page in the FLEX Technology Group portal. A green notification banner at the top reads 'Successfully saved your family member.' Below this, the 'Current Family Members' section displays two family members: Dina TEST219499 (Child, Born 11/14/2006) and John TEST (Child, Born 08/10/2020). Each member has a 'View Details' link and a 'Remove' or 'Edit' button. A third box with a dashed border contains a '+ Add Family Member' button. The bottom of the page features a 'Back' button and a 'Next: Shop for Benefits' button. The sidebar and top navigation elements are consistent with the previous screenshot.

To make a change, click on the benefit name. To complete enrollment, you must walk through each open benefit, then scroll to the bottom of the page and follow the next prompts



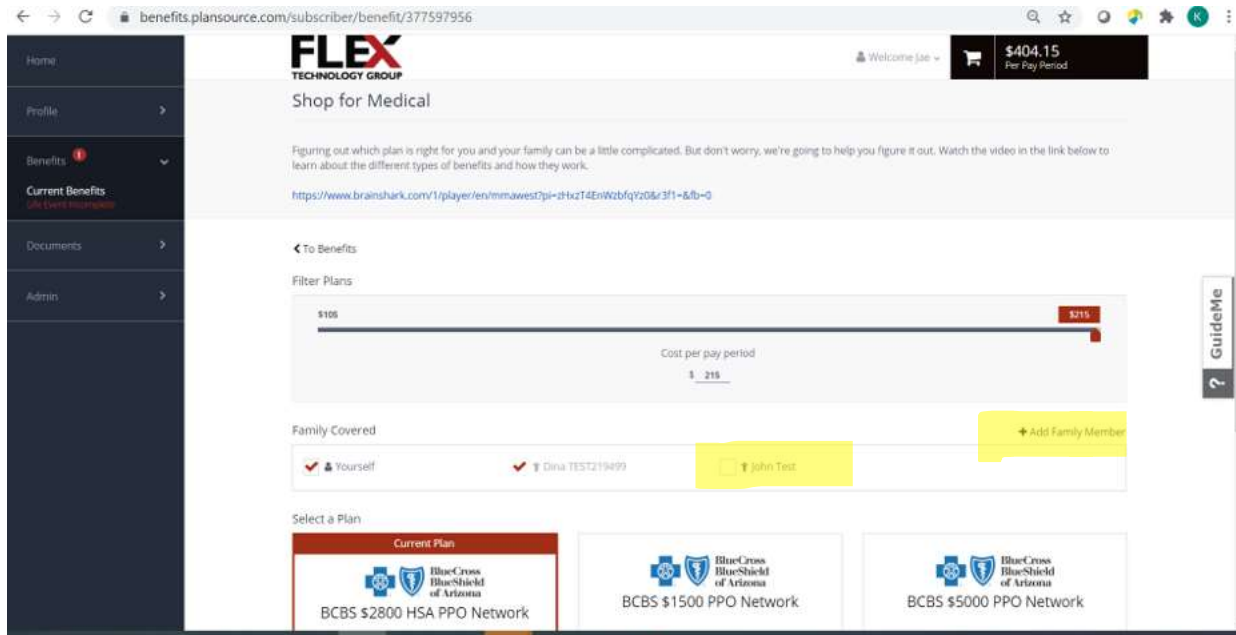
By expanding each benefit election, you must confirm the family members covered on each plan
Be sure to Click on “View of Change Plan” to add family members to the plan for coverage



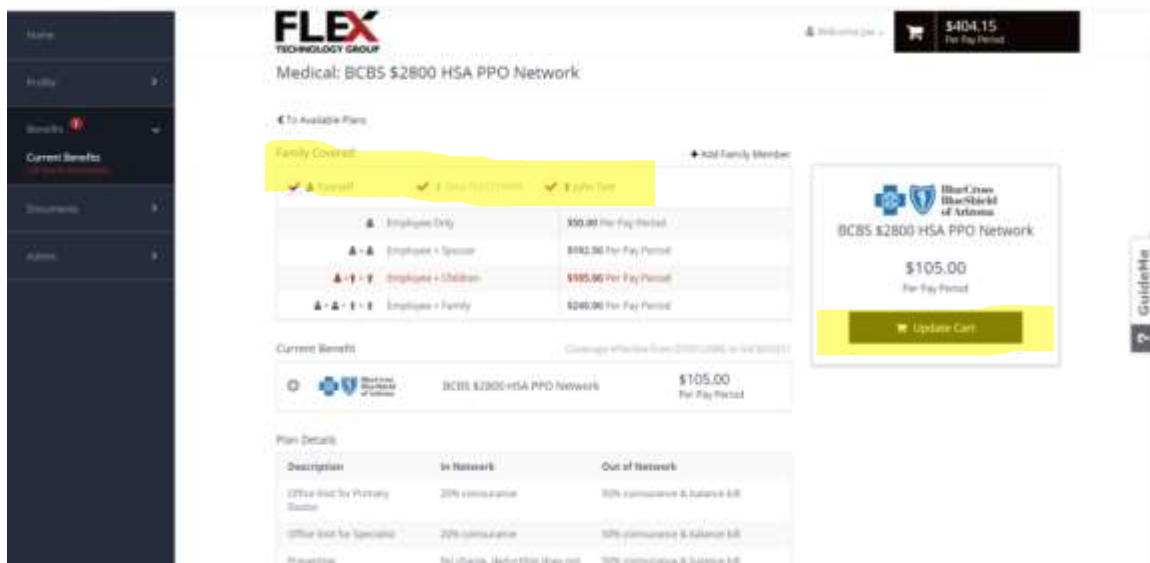
Click on the family members you wish to assign coverage with this plan.

You can also shop from all plans to either keep the same plan or select a new plan. [CLICK HERE](#) to watch the Flex TG Open Enrollment recording about all plans available.

Once all family members are selected, the plan is selected, click “to Benefits” to return to the Current Benefits page.



Click on the plan directly to view the details of the plan and select the members you wish to cover as shown below. Click “Update Cart” to confirm your selection. Complete this step for all benefit elections.



After all benefits are reviewed and family members are added, your cost per pay period will be compiled. Click "Review and Checkout" to complete your changes.

The screenshot shows the 'Current Benefits' page for FLEX Technology Group. The page lists the following benefits and costs:

Benefit Category	Benefit Name	Cost Per Pay Period	Action
Coverage Declined	Coverage Declined		View or Change Plan
Critical Illness	MetLife Critical Illness	\$26.85	View or Change Plan
Legal	MetLife Legal Plan	\$12.00	View or Change Plan
Mutual Solutions	Mutual Solutions		View or Change Plan
Employer Contribution		\$355.93	
Your Cost Per Pay Period		\$31.47	
Total Cost Per Pay Period		\$387.40	

A 'Review and Checkout' button is located at the bottom right of the page.

This is the confirmation page. From here, you can send your confirmation statement to email, download it, or print it from this screen.

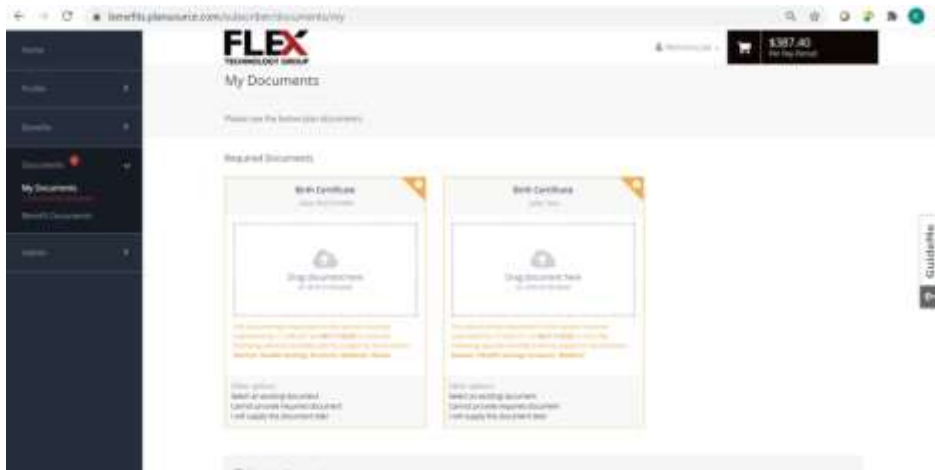
Action items may still exist to proceed. In this example, Birth Certificates are required as a next step. Click on the To-Do items to upload documents.

The screenshot shows the 'Current Benefit Elections' confirmation page. The page displays a progress bar with three steps: Review Profile, Shop Benefits, and Checkout. The 'Review Profile' step is currently active. Below the progress bar, there is a 'Your To-Do List' section with two items:

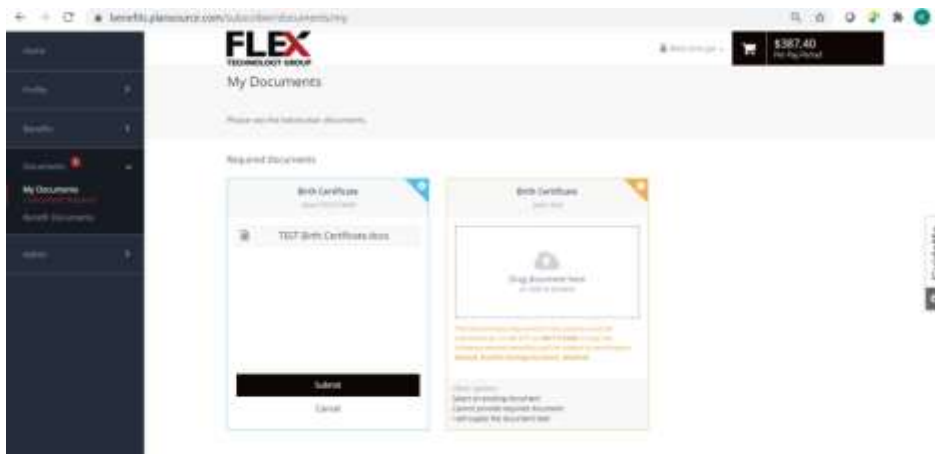
- Provide Birth Certificate for Dina TEST21949
- Provide Birth Certificate for John Test

A 'Send by Email' button is located above the progress bar. The page also shows a 'Current Benefits' summary for the Plan Year Effective from 05/01/2020 to 04/30/2021, with options to Download, Email, or Print.

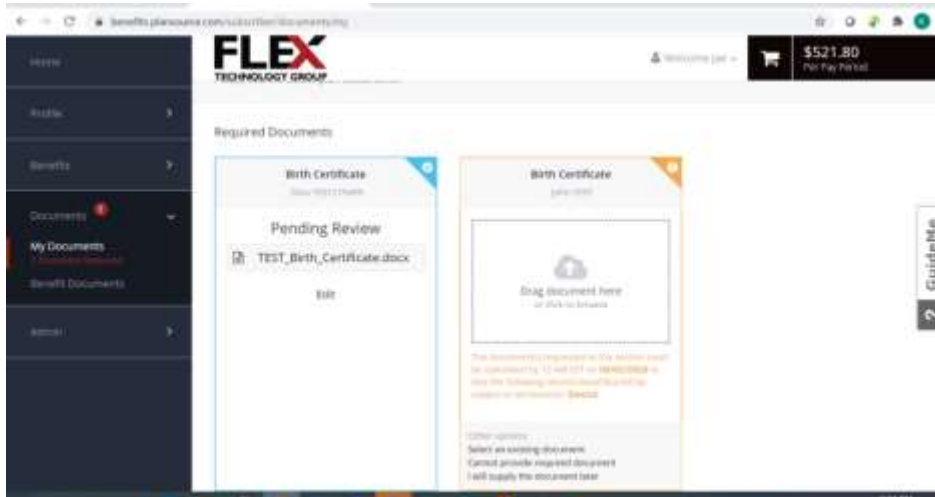
Upload each corresponding document for each family member



Upload each document and click "Submit"

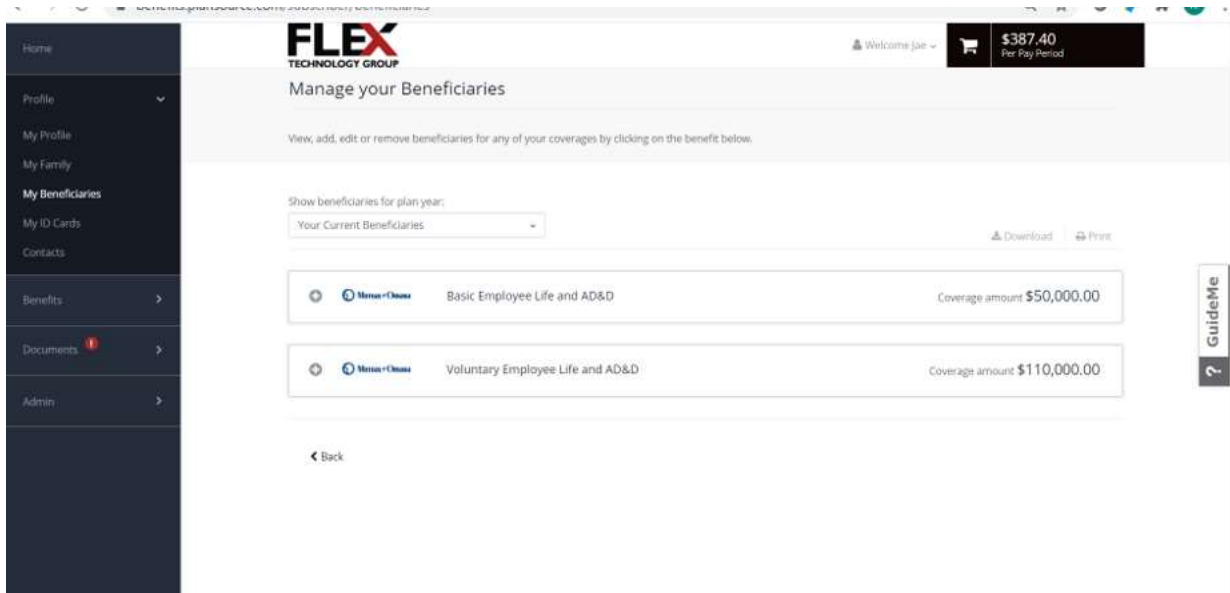


The status will change to Pending Review by the Benefits team



Beneficiaries

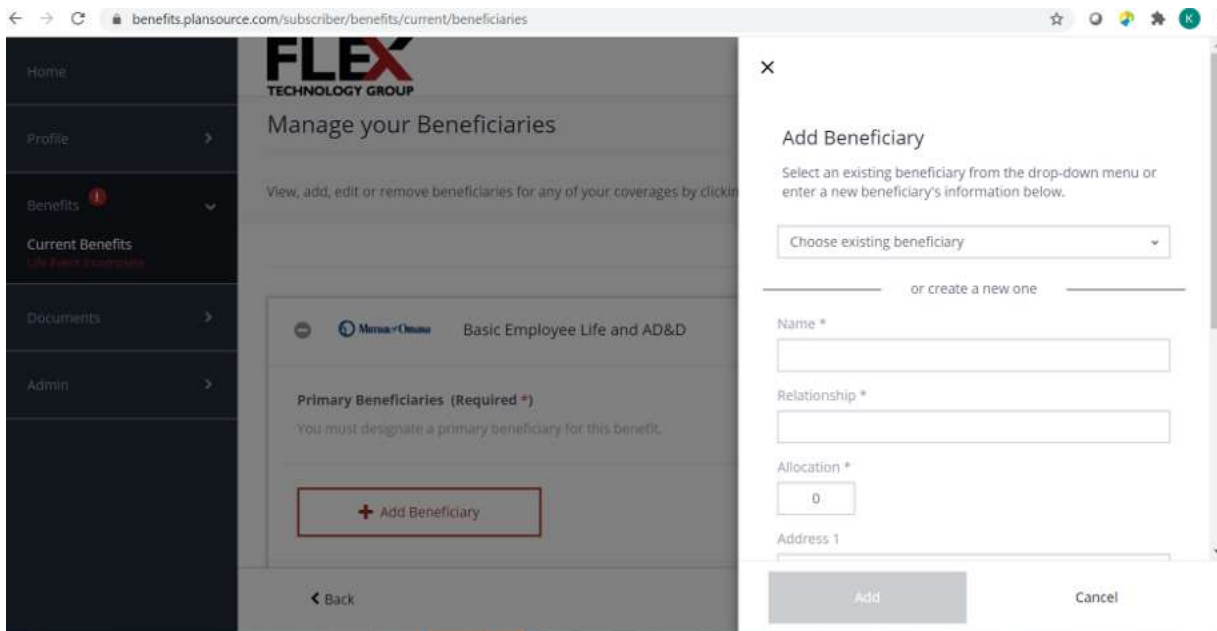
To add a beneficiary to your benefit programs, click “My Profile” tab, and “My Beneficiaries”



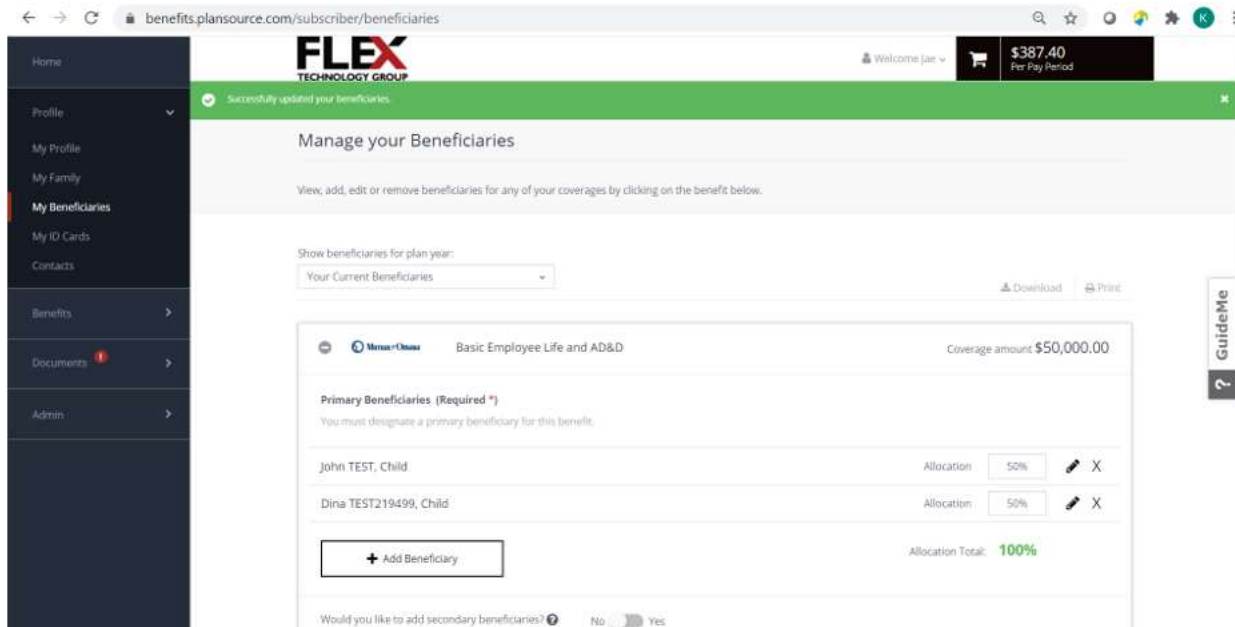
Click on the detail + button for each item, then click “+ Add Beneficiary”.

Complete the information by selecting a beneficiary from the drop-down menu or add a new beneficiary. Enter the information in the * required fields, including the allocation percentage.

Click ADD To complete.



The confirmation notice will appear at the top of the screen. You can also make changes to the percentages from the Manage your Beneficiaries page.



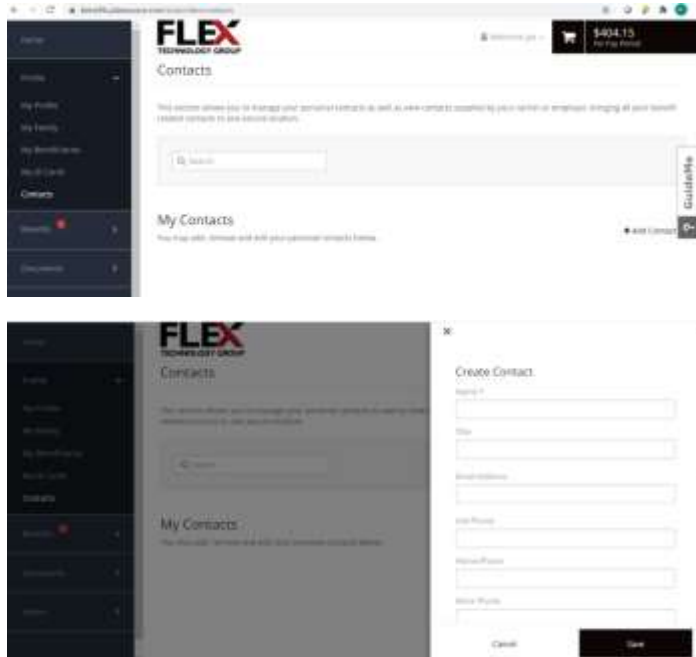
ID Cards

The ID Cards category from the Profile tab allow you to store your ID Cards and share via email with providers when needed. Select the + Add ID Card to upload a copy of your ID cards.



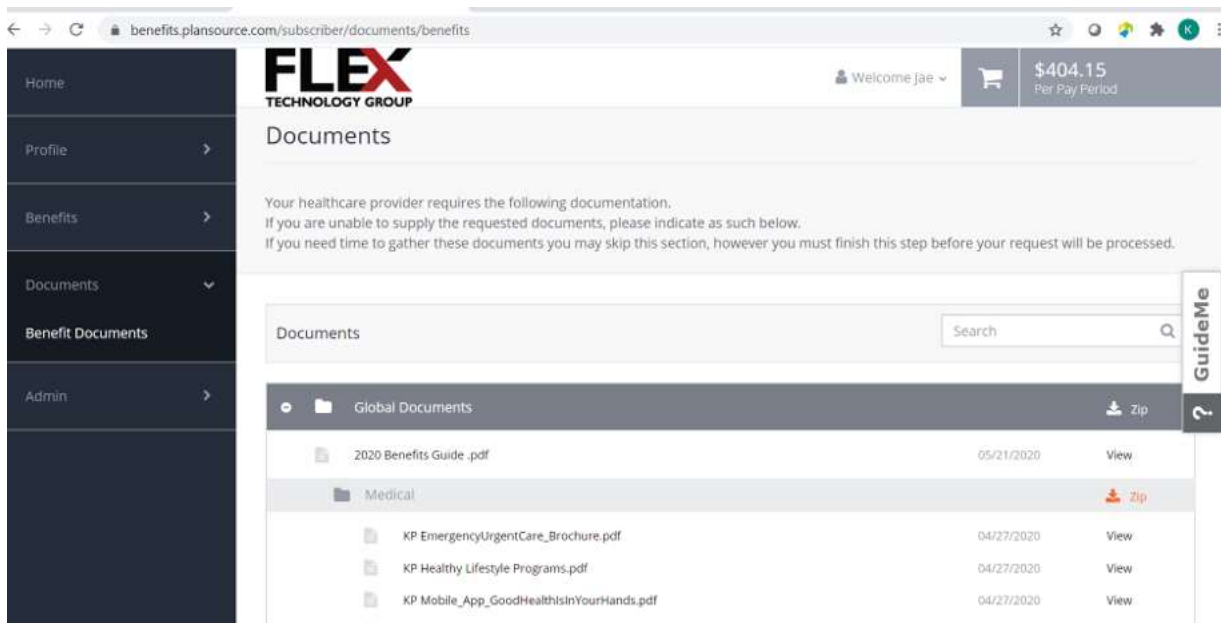
Contacts

Manage your personal contacts as well as contacts supplied by the carriers. Having one secure location for your benefit related contacts allows for ease of accessibility when you need to access information quickly.



Benefit Documents

Benefit Documents are also located in this library for quick reference for plan details and information, resources, and member programs.



If you have any benefits related questions and need assistance, contact Flex TG Benefits at benefitsinfo@flegt.com