1 Log in. You will receive a welcome email from your employer prompting you to log in to your Maxwell Health Portal.

2 Read your welcome message. Read this message and select Next.
Complete your personal information. Be sure to enter all required and additional information. Once complete, select Next.
4 Enter dependent information. Be sure to enter all dependent information even if you don’t intend to add them to your benefits at this time.

It’s very important to include all required AND additional information including dependent SSN’s. Select +Add Dependent for each additional dependent before moving forward. Once all of your dependent information has been added and reviewed, select Complete.
Shop for your benefits. Your employer-specific benefit options will appear for your selection. You will follow the left-hand tool bar as you select or waive each product.
Select your coverage level for each product. You will be prompted to select from multiple options. Be sure to select the option that applies for that particular product. You will also be prompted to confirm which family members will be covered before saving your selection.
7 Check out. Once you have reviewed your benefits, select Checkout.
8 If applicable, add beneficiary information. If your employer offers a plan that requires beneficiary information, the Edit Beneficiary Information button will appear at the bottom of your summary screen. This is not required by the portal, but may be required by your employer. Be sure to select Edit Beneficiary Information before submitting enrollment.
Select a product to add beneficiaries to. Be sure to set beneficiaries for all applicable products.
Enter beneficiary details. Enter the name, beneficiary type (primary, secondary), address, SSN and Amount (%) and select Save Product.
**Review your selections.** After you’ve entered your beneficiaries, review your benefit summary and total monthly premiums. You can change or remove products at this time. When done reviewing, select *Submit Enrollment.*

If you have selected products that require electronic form submission, you will receive notification via email and the Maxwell portal letting you know when your form(s) are ready to sign electronically.

Any questions during this process can be directed to your Advisor, HR Administrator, or Maxwell Health at 1(866) 629-7445 and support@maxwellhealth.com.