How to Enroll or Change Your Election with Benefit Resource

1. Go to BenefitResource.com.
2. Click on **Employees** from the Secure Login section at the top of the page. The secure Participant Login will open in a new window.

TIP: Bookmark this page for easy reference in the future

3. Log in to the website using your Login ID and Password. If this is your first time visiting, you will need to register your account. To register, you will need the following information:

   - **Company Code**: excelsports
   - **Personal Info**: First name, last name, date of birth, zip code

   If the system cannot identify you by the information above, you will also need to provide your **Member ID** *(Typically a 9-digit ID selected by your employer like a SSN or payroll ID)*

   For additional assistance, visit the BRIWEB FAQs page: BenefitResource.com/BRIWEB-FAQs.

4. From the Dashboard, click on the **Enrollment/Changes** link at the bottom left of the screen.
5. Click on the **Continue Enrollment** button next to the plan for which you wish to enroll or make a change.
6. Follow the prompts to complete your enrollment. This will include validating demographic data, selecting an election amount(s), and reading and agreeing to applicable Terms and Conditions.
7. An email with a confirmation code and new election amount(s) will be sent to the email address on file. Retain this for your records.

Questions? Call Participant Services at 800-473-9595. Representatives are available to assist you Monday-Friday, 8am-8pm (Eastern Time).

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