



Benefits Open Enrollment Instructions

Access the Benefit Center:

The Benefit Center (EBC) is an on-line website that was created just for employees of The Village at Morrisons Cove. This wonderful resource provides you with detailed information about all of your employee benefits. In addition, there is a link to the on-line enrollment system, Selerix, from the EBC.

To access the EBC and enter the enrollment system, simply use your web browser to go to www.myvmcbenefits.com. Enter the Username: **vmcbenefits** and the Password: **village429**. Click the "Enrollment" tab at the top of the screen, and then choose the "Online Enrollment System Login" link.

Online Enrollment Instructions

1. Login to the EBC (see above instructions).
2. Enter the following information:
Employee ID or SSN: Enter your social security number with no dashes.

PIN: The last four digits of your social security number followed by the last two digits of your birth year. **Please note that everyone's PIN is reset at open enrollment.**

Example: John Thompson with SSN 123-45-6789 and DOB of 1/1/1980
Employee SSN: 123456789 **PIN:** 678980

3. After logging into the system, please verify and update the information that has been pre-loaded into the system. Be sure to enter/verify any dependents you would like to include on your benefits. The system will then walk you through your benefit options.
4. A confirmation statement will be provided to you at the end of the enrollment period.

If you do not have access to a computer with internet, you may also make benefit elections/changes by calling the Webber Call Center.

Enrollment Call Center Instructions

1. Call Webber Advisors at (800) 326-9850 Monday-Friday 8:00 am - 4:00 pm and ask for The Village at Morrisons Cove Enrollment Center
2. An enrollment center employee will assist you with your elections.
3. A confirmation statement will be provided to you at the end of the enrollment period.