

Benefits Roadmap

{A Guide to Online Enrollment}



We look forward to having all of our employees take a drive through our Online Benefits Center to select the benefits that best meet their needs. To simplify your journey, we've given you some easy to follow directions. *Enjoy the ride!*



Stop and Look Both Ways

Before you log in to **VectorMediaBenefits.com**, you'll need to have some key information to avoid pit-stops along the way. You will need for you, your dependents, and your beneficiary(ies):

- A Social Security Number (SSN), and
- A Date of Birth



Start Your Engine

Go to **www.VectorMediaBenefits.com** and enter **your work email** as the **Login ID**. Your **default password** is the **last 6 digits of your SSN**. After accepting the "**TERMS OF USE**", you will be prompted to change your password. The next time you log in, you will be required to enter your new password to access **www.VectorMediaBenefits.com**.



Choose Your Path

Click "**PROCEED**" to review the benefits you are currently enrolled in, or if you are first-time enrollee, click "**PROCEED**" to make your benefit elections. During Open Enrollment, and for newly eligible employees, you will be required to select each benefit (medical, dental, etc.) and within that benefit election, confirm any dependents you want to provide coverage for (if applicable).



Dependent Checkpoint

You will now be prompted to review, add and/or update your dependent information. It is important to keep your dependent information accurate and up-to-date.



Continue to Proceed in the Right Direction

Use the "**PROCEED**" button to navigate through your benefits. On each screen you can review and/or change your benefit elections. Note: You will need to designate your beneficiary(ies) before you complete the online enrollment process.



Carefully Review Your Route

You are nearing the end of your journey through **www.VectorMediaBenefits.com**. At the "**REVIEW AND CONFIRM YOUR ELECTIONS**" screen, carefully review your benefit selections.



The Journey's End

To complete the enrollment process, click on "**SUBMIT THESE ELECTIONS**". **Your benefit elections will not be saved if you fail to click "SUBMIT THESE ELECTIONS"**. A confirmation statement will be generated once your elections have been recorded. Please print a copy of this statement. A copy will not be mailed or emailed to you.

Benefits Roadmap Key Information

Need Assistance? Call 1-800-307-0230, Monday - Friday 8:00am - 8:00pm ET

Website
www.VectorMediaBenefits.com

Login ID
your work email address

Password
the last 6 digits
of your SSN