

# Steps for Benefits Enrollment



## Schedule

- Visit <https://dtfoc.myenrollmentinfo.com>  
*You can access this site from any internet browser, even on your smart device.*
- Be sure to include the phone number you would like the Benefits Counselor to use at the time of your appointment, as well as email address to receive confirmation and reminders of your appointment.



## Prepare

- Visit <https://dtfamilybenefits.com>
- From the DTFOC Benefits Resource Website homepage, select **New Hires and Life Events page** to view the latest Benefit Guide.
- Review the plans and available options so you will be ready for your appointment with a Benefits Counselor.
- Write down any dependent and/or beneficiary information that you may need for your enrollment session (e.g., Social Security numbers, birth dates, etc.)



## Enroll

- At your scheduled appointment time, a Benefits Counselor will call you at the phone number you provided when you scheduled your appointment.
- The counselor will explain your options and take your enrollment right over the phone. **(Note: you will need to make your elections at the time of your appointment.)**

SCHEDULE NOW >

**You must enroll within 30 days from your hire date.**

If you do not enroll within that window, you must wait to make changes during the next Open Enrollment.



**Don't wait!  
Schedule your appointment now!**