CONNECT. SELECT. PROTECT.

Step by Step Enrollment Guide

This guide explains our online benefits enrollment tool. Use it to reference key steps that maximize and lock in your benefits.
Start by Registering Your User Account.

1. Visit www.alpa.org/memberaccount, click on the Insurance Tab, and then click on Enroll for New Insurance or Manage Your Current Coverage link to access the Empyrean website. You will only need to complete this step during the initial registration process.

2. Click on REGISTER.

3. Enter your
   - First, Last Name (as filed with employer),
   - Date of Birth
   - ALPA ID where Social Security Number is indicated

   CLICK NEXT WHEN FINISHED

4. Add a new User ID (personal email address, for example).

5. Create a new password with at least:
   - eight characters
   - one letter
   - one number
   - one symbol (i.e., * & + # $)

6. Set a security question and answer (at least 6 characters), in case you forget your password.

   CLICK NEXT WHEN FINISHED
7. Read the terms of service agreement. To continue enrolling, click I AGREE at the bottom of the page.

NOTE
Our system recognizes you if you are already logged into alpa.org. To log into alpa.org, LOG IN in the upper right corner of the site.

HAVE THE FOLLOWING INFORMATION HANDY (if applicable)

Provide eligible dependents’ and beneficiaries’:
• Full names
• Dates of birth
• Social security numbers

NOTE
Your Plan may require you to complete an Evidence of Insurability (EOI) during the enrollment process

Your registration is complete.
Get Ready to Enroll for Your Benefits.

LAUNCH YOUR ENROLLMENT
When you log in you’ll see a pending event screen. (fig. 1)
Click on Continue,
Begin on My Information step of the enrollment flow.
Follow the prompts in each step.
An indicator shows your progress per step.

MY INFORMATION STEP — Personal information (fig. 2)
1.1  Review your information (automatically populated).
1.2  Click the EDIT button to make changes.
—— Click EVERYTHING LOOKS CORRECT when finished ——
NOTE
If inaccurate data is not editable, contact Human Resources (HR).
USER TIPS
Your progress is saved when you click to continue to the next screen in the flow. You can log in later to finish your enrollment.
Click PREVIOUS to review elections or make changes.
Make sure to finish your enrollment. Elections are NOT
recorded in the system **UNTIL** you save and accept them and get confirmation. (fig. 10)

**NOTE**
Remember to log out of the enrollment site in the upper right corner when finished with your enrollment.

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**Get Ready to Enroll for Your Benefits.**

**MY DEPENDENTS STEP — My family (fig. 3)**
2.1 To add Spouse and/or Child(ren), Click **ADD NEW**.
2.2 Click the **pencil icon** to make changes.

—— CLICK **I’M DONE WITH DEPENDENTS WHEN FINISHED** ——

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**SELECT BENEFITS STEP** — Select your benefits plans (fig. 4)

3.1 Review high level benefit details on the tile (Plan Selected, Cost Per Pay Period, etc.)

To make a change for example…

3.2 Select *CHANGE* on the Dental benefit tile.
3.3 Click the checkbox next to the plan you want.

—— CLICK I’M DONE WITH MY SELECTION WHEN FINISHED ——

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**SELECT BENEFITS STEP** — COVERED DEPENDENTS

3.4 Click the checkbox to select eligible dependents to cover. (fig. 5)

—— CLICK I’M READY TO PROCEED WHEN FINISHED ——

**NOTE**

A previously eligible dependent that appears in *My Dependents* step may not appear here, (for example, if they aged out). Otherwise, to add a dependent click on Back To Previous Page and revisit the *My Dependents* step in this guide.

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*figure 4*

*figure 5*
SELECT BENEFITS STEP — Review Your Selected Plan (fig. 6)
3.5 The plan you selected appears showing the cost per month for your coverage level (per dependents covered).
3.6 Review your selection. If it impacts other benefits, an alert (in the shaded box) will explain. (fig. 6)
3.7 Click the arrow on the corner to see cost details.

—— CLICK SAVE MY ELECTION WHEN FINISHED ——

SELECT BENEFITS STEP — Continue Selecting Benefits
3.8 Click CHANGE on another benefit tile to select or update a plan.  
3.9 Repeat until all available benefits are selected or waived.

—— CLICK I’M DONE SELECTING BENEFITS WHEN FINISHED ——

NOTE
Elections screens vary per benefit (i.e., disability vs. life).
EVENT REVIEW STEP — Review Beneficiary Allocation (fig. 7)
4.1 Review, update or change designated beneficiaries.
4.2 Click ADD NEW BENEFICIARY to add one.
   a. Click on the pencil icon to edit data.
   b. To delete a beneficiary, click on the X icon.
   c. Click on CHANGE ALLOCATION to change allocations.

—— CLICK I'M DONE WITH BENEFICIARIES WHEN FINISHED ——

NOTE
A red warning sign / flag and message appears if:
A (required) beneficiary is not designated;
You didn’t allocate a portion to each beneficiary;
Less than 100% is allocated to primary beneficiary/ies.

Follow message prompts.

EVENT REVIEW STEP — Evidence of Insurability (EOI)
5.1 If applicable, complete/provide EOI, … and / or verify eligibility for any dependent added for coverage by uploading required document
5.2 A check mark means additional verification is not required at this time.

—— CLICK I'M READY TO FINALIZE MY ELECTIONS WHEN FINISHED ——

NOTE
A warning sign and message box will indicate pending actions.
Follow message prompts to fulfill them.
If you continue enrolling without completing the pending actions, certain coverage may not fully apply until they are met.
EVENT REVIEW STEP — Final Review (fig. 9a, 9b)

6.1 Carefully review cost summary, benefit elections, and dependent data for accuracy.

NOTE
Total costs will not match approved costs in the first four columns if:

A part of additional life insurance is pending EOI.

6.2 Click the pencil icon to make changes.

—— CLICK SUBMIT MY ELECTIONS WHEN FINISHED ——

One last pop-up message appears…

6.3 To continue reviewing or updating click on DENY …or To confirm your enrollment click ACCEPT.

NOTE
When you click ACCEPT, updates are recorded into the system and ready to go into effect when annual enrollment closes.

If you do not click ACCEPT, pending updates will not take effect
CONFIRMATION STEP — Confirmation (fig. 10)
7.1 Review the final confirmation summary and use the confirmation number for future reference.
7.2 To print for your records, click PRINT, …or To print later, login and click Benefits History.

LOG OUT WHEN FINISHED

Return to manage your benefits whenever you need.

Congrats! You’re enrolled.