It's easy to manage your benefits online

Quickly access your benefits for Mechanical Systems of Dayton when you need them – from your desktop, phone

You can manage benefits year-round with your online benefits system. Enroll in and update benefits, get benefit details, costs and additional resources — all in one easily accessible place.

Get started—Access the enrollment system for the first time:

1. Gather information: Full name, date of birth and Social Security Number for yourself and any dependents over age one. And if your dependent's address is different from yours, you'll need that as well.
2. Go to Https://www.benefitsolver.com
3. **Enter** your username and password. Or, if you're a first-time user, select **Register** to set up your username, password and security questions. Use **benefits** as the company key.
4. Use the **Reference Center** to get information to make an informed decision.
5. Follow the prompts to begin your enrollment and continue through the selection process.
6. Confirm your choices.

Enrolling and updating benefits:

During enrollment time, you can enroll in your benefits all at once. Beyond enrollment, there are times you may need to update your benefits information, such as a change in personal information or experiencing a life change—like getting married or having a baby. Now you can update benefits and beneficiaries in one place.

1. Go to **Https://www.benefitsolver.com**
2. Use the **Reference Center** to get information to make an informed decision.
3. Log in to enroll or update benefits. Then follow the prompts and continue through the selection process.
4. Confirm your choices.

Reviewing current benefit information

1. Go to **Https://www.benefitsolver.com**
2. Click the down arrow next to your name in the upper right hand corner
3. Choose **Benefits Summary**

Forgot your password?

It happens. We'll have you up and running in no time.
1. Go to **Https://www.benefitsolver.com**
2. Select **Forgot your username or password?**
3. Enter the company key: **benefits**
4. Enter required information, which may include your Social Security Number, date of birth, 5-digit zip code or security phrase.
5. Enter and confirm your new password.

Need help?

We're here for you.

Stephanie Koronich at 937-254-3235 ext. 250, skoronich@msdinc.net

The MyChoice℠ mobile app* is a comprehensive free mobile app for users to easily access important benefits enrollment information. In addition you will also be able to store all of your ID cards in one secure, convenient place.

Get started:

1. Log-in to your employer application and click on **MyChoice Mobile Apps**

2. Enter your cell phone number and the link for the app will be texted to you.

3. Launch the app on your device and enter your unique access code when prompted.

4. You will be prompted to create a 4-digit PIN. You can request a new one if you ever forget it.

Important Features

My Health

This section will show your current medical, dental, and vision coverage as well as those covered under that benefit.

My Savings

If you have elected any FSA or HSA, the account information, and annual contribution amounts will appear here.

My Security

Any life insurance, disability, supplemental, and voluntary benefits, will be listed here, as well as those covered under that benefit. If you have already gone through annual enrollment, future election summaries can be accessed from the home page.

My Dependents

Lists your dependents on file.

My Beneficiaries

Lists your beneficiaries under your basic or voluntary life plan(s).

My Documents

Lists any documents received in regard to your benefits and employment.

ID Cards

The mobile app allows you to take a photo on your device and store it for easy access.

1. Place the ID Card on neutral, well-lit background
2. Tap "Take/Select Photo" button, which will open your device's camera to snap a photo
3. Repeat process for back of card
4. Select Save

Message Page

"Action Needed" messages can be sent directly to the mobile app when items require your attention. You can also send messages from the app.

*Available on iOS and Android