Enrollment Instructions

Follow these simple steps for benefits enrollment or to update your benefit election if you have experienced a qualifying life status event.

Access the Website

- Log on to: **www.lifesolutions1.com/rainforest**
- Select **Benefits Logon**
- Enter your **User ID;** which is the initial of your first name; plus your last name; plus @rainalli (e.g. John Smith = **jsmith@rainalli**)
- Enter your case sensitive **Password;** which is initially the last four digits of your Social Security number (e.g. xxx-xx-2345 = **2345**).
  Note: Only at Open Enrollment, or if it's your first time accessing the system, you will automatically be directed to a Change Password Menu where you will be instructed to create a new password.

Enrollment

Follow the appropriate steps for the type of enrollment you wish to make.

Open Enrollment	New Hire Enrollment	Life Status Event Change
Select: **Next Year's Benefits**	Select: **New Hire Enrollment**	Select: **Change Benefits**
Select: **Open Enrollment**		Enter the **Event Date** (date it occurred)
		Select the type of **Life Event Change**

Review Your Demographics

Carefully review the information on file for you. If you see any incorrect information, such as your home address, please contact your human resources department of any errors.
Click NEXT to continue.

Register Your Eligible Dependents

Follow the on-screen instructions to register your eligible dependents. Please refer to your Benefits Guide for dependent eligibility.
Click NEXT to continue.

Enroll in Benefits

The website will prompt you through the election process for each benefit available to you. You will only be offered the benefits for which you are eligible.
Click NEXT to continue.

Review Your Confirmation Statement

After completing your benefit enrollment elections, review the confirmation screen to be sure that ALL information has been updated correctly. Confirm that your eligible dependents who need coverage are listed as covered under the applicable benefit plan. *Note: If you have a pended election, remember to fill out the Evidence of Insurability form.* You may print a copy of the confirmation page at this time.

Congratulations — You are Finished!

Once you have reviewed your confirmation screen, your enrollment is complete and you are finished. If you need to change any information, simply go through this enrollment process again before the deadline.

Rainforest Alliance

Questions or Concerns?

Contact the Rainforest Alliance Benefits Service Center

Call: 1-833-864-6287 (Monday through Friday 8 am and 8 pm ET)