

# BUKATY ONLINE ENROLLMENT

*Benefit Enrollment Has Never Been Easier*

## NEW USER ENROLLMENT PROCESS

### What you will need:

Please have the following information available when you enroll:

- Your date of birth and SSN
- Your home address, telephone number and email address
- Eligible dependents' names, dates of birth and SSNs
- Beneficiary information

### Step 1: Getting Started

[www.bukaty.com/online-enrollment](http://www.bukaty.com/online-enrollment)

### Step 2: How to Register & Enroll

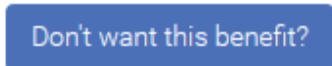
- Click on **New User Registration**
- Date of Birth: MM/DD/YYYY
- Company Identifier: LUSD
- Username MUST be an email address  
(Personal or work)
- Create password
- Once logged into the system, it will take you to your home screen.

### Step 3: Begin Enrollment

- Click on the **Start Benefits** tab and complete your personal information page



- Complete all Dependent information if applicable
- Make your enrollment selections for each coverage provided
- If you are waiving coverage you must select the decline enrollment option
- Click **Save & Continue** or **Don't want this benefit?** after each section



### Step 4: Complete Enrollment

- In the summary tab, review enrollment elections for accuracy and click **Agree** to confirm your enrollment
- Your enrollment process is now complete and you may log in at any time to access all your benefit information

For assistance please contact  
the Benefit Enrollment Team at  
[enrollmentsupport@bukaty.com](mailto:enrollmentsupport@bukaty.com)

## EXISTING USER ENROLLMENT PROCESS

### What you will need:

Please have the following information available when you enroll:

- Eligible dependents' names, dates of birth and SSNs
- Beneficiary information

### Step 1: Getting Started

[www.bukaty.com/online-enrollment](http://www.bukaty.com/online-enrollment)

### Step 2: How to Log in as an Existing User

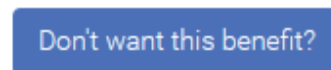
- Enter Username and Password to login
  - If you need your Username and Password reset, contact [enrollmentsupport@bukaty.com](mailto:enrollmentsupport@bukaty.com)
- Once logged into the system, it will take you to your home screen

### Step 3: Begin Enrollment

- Click on the **Start Benefits** tab and complete your personal information page



- Complete all Dependent information if applicable
- Make your enrollment selections for each coverage provided
- If you are waiving coverage you must select the decline enrollment option
- Click **Save & Continue** or **Don't want this benefit?** after each section



### Step 4: Complete Enrollment

- In the summary tab, review enrollment elections for accuracy and click **Agree** to confirm your enrollment
- Your enrollment process is now complete and you may log in at any time to access all your benefit information

