



## BRI Web Open Enrollment: November 1 – November 15

1. Go to [BenefitResource.com](https://BenefitResource.com).
2. Click on **Employees** from the Secure Login section at the top of the page. The secure Participant Login will open in a new window.
3. Log in to the website using your Login ID and Password. If this is your first time visiting, you will need to register your account. To register, you will need the following information:

**TIP:** Bookmark this page for easy reference in the future

- **Company Code:** duluthci
- **Member ID:** your 4 digit employee id number with 5 leading 0s
- **Personal Info:** First name, last name, date of birth, zip code
- **Access to email or phone number** on file with Benefit Resource

Follow the prompts to select a new Login ID and Password. A confirmation code will be sent to your email or through a text message (messaging rates may apply).

4. From the Dashboard, click on the **Open Enrollment Banner** or on the **Enrollment/Changes** link at the bottom left of the screen.
5. Click on the **Continue Enrollment** button next to the plan for which you wish to enroll or make a change.
6. Follow the prompts to complete your enrollment. This will include validating demographic data, selecting an election amount(s), and reading and agreeing to applicable Terms and Conditions.
7. An email with a confirmation code and new election amount(s) will be sent to the email address on file. Retain this for your records.

**Questions?** Call Participant Services at 800-473-9595. Representatives are available to assist you Monday-Friday, 8am-8pm (Eastern Time).