PlanSource is our secure benefits website and is set-up to automatically take you through the entire life event and enrollment process for the benefits you are eligible for. To enroll please follow the instructions below:

Step 1: Log into PlanSource Benefits Administration Software
at: https://benefits.plansource.com

- **Username:** Click on NEED HELP? Enter the information and it will provide you with your username.
- **Password:** Your birthdate in YYYYMMDD (No slashes or dashes)
- If you can't remember your password, simply select "Forgot Password"

Step 2: Be sure to check your address and personal information for accuracy

Step 3: Verify your dependent information is correct and all dependents are showing (if to be enrolled)

Step 4: Begin and follow the guided enrollment instructions

Step 5: Review and Checkout, print or email yourself a copy of the enrollment confirmation

As a reminder: You will need the date of birth and Social Security number for each of your dependents (if applicable). These are required to enroll them in eligible benefits and to complete your beneficiary designations.

Should you have any questions, the Employee Benefits Service Center is here to help! The representatives in our service center can explain all benefit options, answer questions, assist with technology support and help you enroll in your benefits. Call or Email them today!!

To speak to a Benefits Service Center Representative call: 1-833-358-0229 or email: pcsdbenefits@ibtr.com