

# Benefits roadmap {A guide to online enrollment}



We look forward to having all of our employees take a drive through the Baker Tilly Virchow Krause, LLP (Baker Tilly) Online Benefits Center to select the benefits that best meet their needs. The Baker Tilly Online Benefits Center can be accessed “24/7”. To simplify your journey, we’ve given you some easy to follow directions. Enjoy the ride!

Candor. Insight. Results.



## Stop and look both ways

Before you log in to the Baker Tilly online benefits center, you’ll need to have some key information to avoid pit-stops along the way. In addition, you will need the following information for yourself, your dependents and your beneficiary(ies):

- > A social security number (SSN), and
- > A date of birth



## Start your enrollment engines

Go to [www.mybakertillybenefits.com](http://www.mybakertillybenefits.com) and enter your Baker Tilly email address as your login ID. If you have an apostrophe and/or hyphen in your email address, it has been removed from your login ID. Your default password is the last 6 digits of your SSN. After accepting the “terms of use,” you will be prompted to change your password. The next time you log in, you will be required to enter your new password to access the Baker Tilly Online Benefits Center.



## Dependent checkpoint

You will now be prompted to enter your dependent information. It is important to keep your dependent information accurate and up-to-date.



## Choose your path

Click “proceed” to review your options and start choosing the benefits that will take you in the right direction. After selecting each plan, you will have the opportunity to choose which dependents you would like to cover (if applicable). You won’t be able to complete your enrollment unless the level of coverage you elect matches your dependent coverage.



## Continue to proceed in the right direction

Use the “proceed” button to navigate through all of your benefits. On each screen you can review and/or change all of your benefit elections before they are submitted. Note: you will need to designate or verify your life insurance beneficiary(ies) before completing the online enrollment process.



## Carefully review your route

You are nearing the end of your journey through the Baker Tilly Online Benefits Center. At the “review and submit your elections” screen, carefully review the benefits you have selected.



## The journey’s end

Complete the enrollment process by clicking on “submit these elections”. If you fail to do so, your benefit elections will not be saved. A benefit confirmation will be sent to your home address. Carefully review your benefit confirmation statement and contact the Employee Benefits Center to report any discrepancies.

### Benefits roadmap key information

**Enroll online:**  
[www.mybakertillybenefits.com](http://www.mybakertillybenefits.com)

**Login ID:** Your Baker Tilly email address  
**Password:** Last 6 digits of your SSN

**Need assistance? Call:** 800 307 0230 or  
**Email:** [employeebenefits@bakertilly.com](mailto:employeebenefits@bakertilly.com)