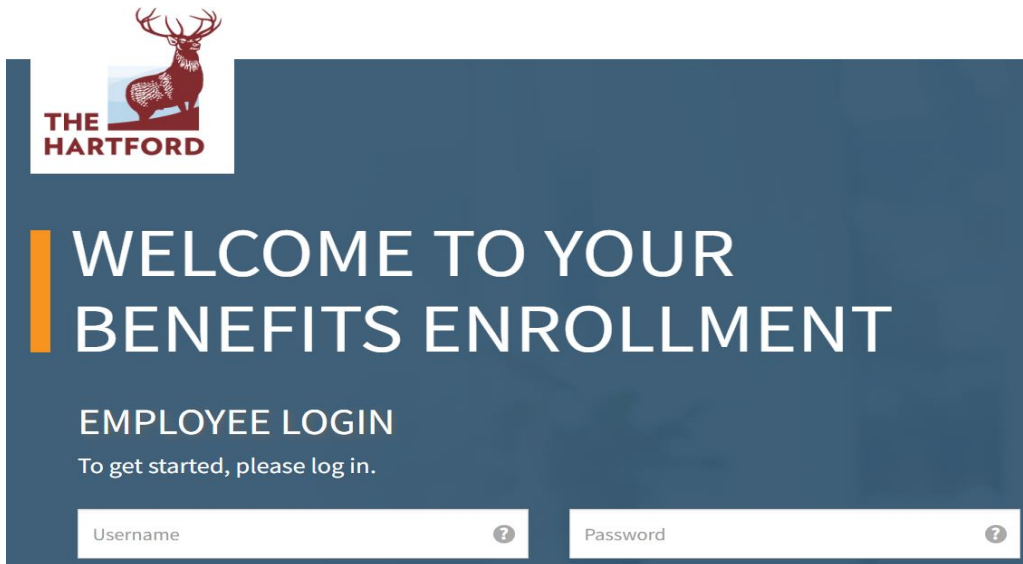


Benefit Enrollment Instructions

The Town of Wellesley uses an online enrollment platform provided by the Hartford. In order to enroll in your benefits for the first time, you will need to go to www.thehartford.com/benefits/enroll and enter a username and a password/PIN.



THE HARTFORD

WELCOME TO YOUR BENEFITS ENROLLMENT

EMPLOYEE LOGIN

To get started, please log in.

Username ? Password ?

Username – Your username will be the first letter of your first name and first letter of your last name followed by the last four digits of your Social Security Number (SSN).

➤ **For example:** John Smith’s SSN is 987-65-4321. His username is js4321

Password/PIN – Your password/PIN will be the first letter of your first name and the first letter of your last name followed by your date of birth using 2 digits for the month, 2 digits for the day and 4 digits for the year (MMDDYYYY).

➤ **For example:** John Smith’s birth date is February 25, 1963. His password/PIN is js02251963.

***Your password/PIN is case sensitive, you need to use lowercase letters.**