



## You Have Exciting Benefits Choices With Colonial!

You can enroll online with Colonial Life this year. You may sign up for Short Term Disability, Accident Coverage, Cancer Policy and the Critical Illness Policy.

### How To Enroll

- 1) From any computer log onto: <https://harmonyenroll.coloniallife.com>
- 2) Once you log on you will be asked for a log in User Name. The User Name is **CMCSS** and your **Employee ID Number** (Example : **CMCSS12345678**) Don't forget that **CMCSS**.
- 3) Next you will be asked for an employee password. This password will be your first initial then your last name and then your four digit year of birth. (Example: **PSmith1968**)
- 4) The next screen you will be asked to change your password. Write down your password in case you need to go back into the site
- 5) Update your address and other profile information, then click "Save & Continue" to enroll in any of the benefits.

**You will have until November 30<sup>th</sup> to go on line and complete your benefits enrollment for the Voluntary Products offered by Colonial.**

Passive Enrollment: If you already have any of the Colonial products and you do not wish to make any changes; your rates will not change, and your plans will simply roll over for the next plan year. You will not be required to create a log-in.

If you have any problems or questions you may call our office at the number listed below or email us.

Dennis, Jessica or Kelle can help you at 615-383-9955.

Email:

Dennis: [dtraywick@colonialtn.com](mailto:dtraywick@colonialtn.com)

Jessica: [Jessica.schneider@colonialtn.com](mailto:Jessica.schneider@colonialtn.com)

Kelle: [kbennefield@colonialtn.com](mailto:kbennefield@colonialtn.com)