



COUNTY OF TEHAMA

2026 OPEN ENROLLMENT BENXCEL LOG IN INSTRUCTIONS

WELCOME TO BENXCEL!

These instructions will help you complete your Open Enrollment benefit elections for the 2026 Plan Year.

OPEN ENROLLMENT DATES

Your Open Enrollment Period to make 2026 Plan Year benefit elections/changes begins on October 6th and ends on October 31st

BCC CUSTOMER SERVICE CALL CENTER

CONTACT: 800-685-6100 or customersupport@benxcel.com

MON - THURS: 5:00am – 5:00pm PT | FRI: 5:00am – 3:00pm PT

BENXCEL LOG IN INSTRUCTIONS

1. Go to: <https://benxcel.net>
 - Enter your User Name: First Full Name and last 4 digits of SSN
 - (ex: Mickey Mouse, SSN 123456789: would be- mickey6789)
2. Enter your Initial Password: First Full Name and last 4 digits of SSN
 - (ex: mickey6789)
3. Enter the Company Name: **TEHAMA**
4. Click the SIGN IN button to enter the system

Sign In

 User Name

 Password

 Company Name

SIGN IN

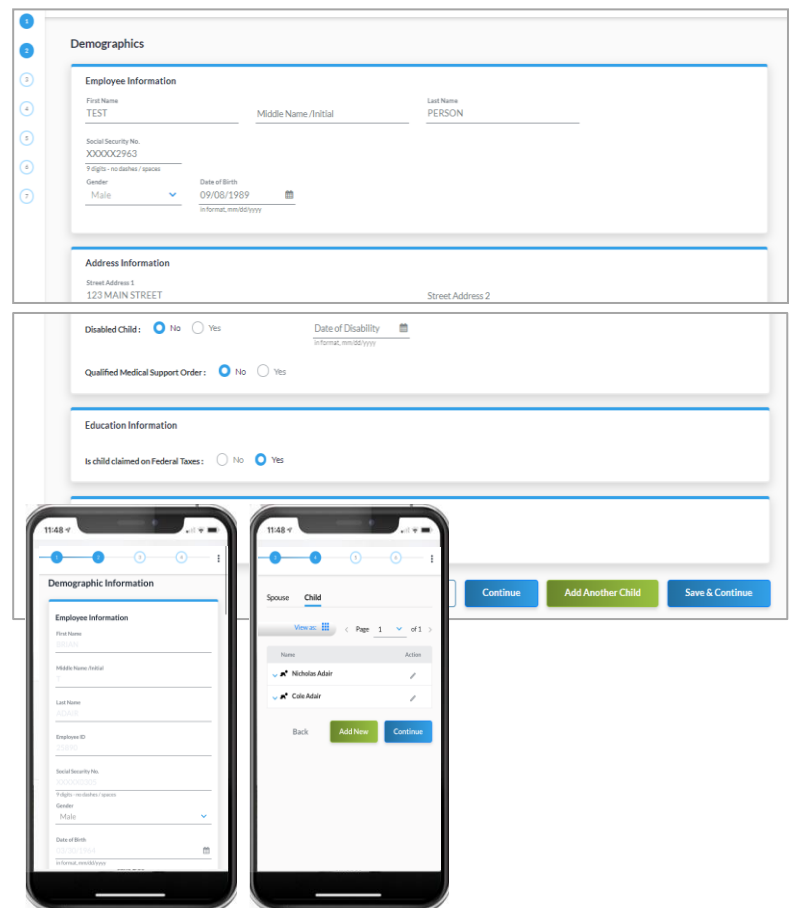
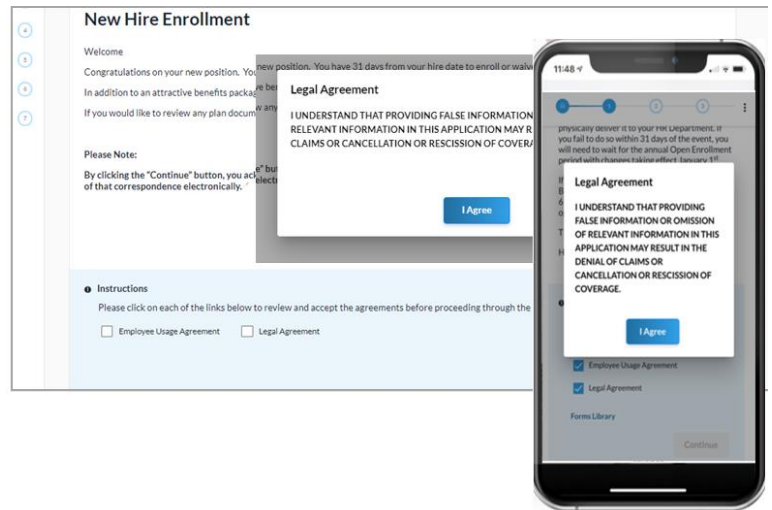
[Forgot Password?](#)

ENROLLMENT PROCESS

Once logged in, you will immediately enter your Open Enrollment tunnel and be required to complete your enrollment:

1. Review the Required Employee Usage Agreement, Legal Agreement and Welcome screens. Click CONTINUE on each of these screens to agree and proceed.
2. For security purposes, a Change Password screen will appear. You are required to change your initial password and configure two security questions/answers. Click SAVE when finished to proceed.
3. A Demographics screen will appear for you to review your existing information. Click SAVE to proceed.
 - All fields marked in red are required. Any blank fields are optional. Fields shaded in grey cannot be changed. If a field in grey needs updated, please contact your HR Department.
4. A Spouse/Domestic Partner screen and a Dependent Child screen will appear for you to add a Spouse/Domestic Partner and/or child(ren). Click CONTINUE to proceed.
 - All fields marked in red are required. Any blank fields are optional. Fields shaded in grey cannot be changed. If a field in grey needs updated, please contact your HR Department.

When adding a dependent spouse or child, supporting eligibility documentation must be uploaded after your enrollment is complete. See Document Upload instructions.



5. Your enrollment will begin and you will be presented with each benefit available for you to enroll:

- Additional information on the Plan may be available by clicking “Benefit Description”.
- Once you Enroll or Waive in a plan, that benefit type will ‘collapse’ to present the next benefit type. You can return and make changes to any benefit type by clicking on the blue arrows next to the benefit type name (ex: Medical, Dental, etc.)
- If a form is required for an enrollment (i.e. Evidence of Insurability Form for Voluntary Life/AD&D), the form will appear as a pop up box with instructions for completion and submission.

*If the benefit can cover your eligible dependents, use the **ELIGIBLE MEMBERS** section to select all individuals who should be covered.*

Your cost of the Plan will change as you select or unselect the individuals to be covered.

Click ‘Enroll Now’ to select and enroll; or click ‘Keep Plan’ to retain your current enrollment.

*If the Plan requires you to select a **COVERAGE AMOUNT**, use the drop down to select your desired amount*

If the Plan requires you to enter a coverage amount, type directly into the amount field.

If the benefit is able to be waived, and you wish to waive it: click ‘Waive’ or ‘Keep Waive’.

6. An ELECTION SUMMARY/FROM YOUR POCKET feature is available by clicking the link along the top of your Enrollment screen; it continually updates with your elections and costs throughout your enrollment.

7. A BENEFICIARY screen will appear if you have elected any coverages requiring you to designate a beneficiary.

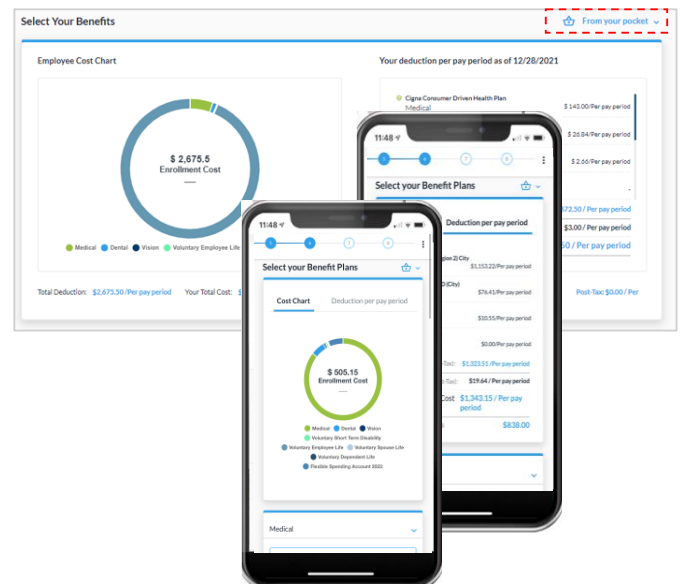
Beneficiaries Details

Prudential Basic Life Insurance Plan - Basic Life

☐ Assign same beneficiaries to all plans

PRIMARY BENEFICIARIES	
01. Spouse Test (Spouse)	50%
02. Child Test (Child)	50%

Add Contingent Beneficiary
Edit



8. A CONFIRMATION STATEMENT will appear when your enrollment is complete. It will show your demographic information, current benefits (enrollment summary prior to October 2022), and future elections (2022-2023 benefit elections).

Please note: Under 'Employee Cost', a hyphen (-) represents a cost that has not yet been finalized; once the rate is finalized, the actual employee cost will be displayed

This statement can be printed or downloaded as a PDF by using the print/pdf icons at the top right corner of the Statement

9. Click FINISH to submit your enrollment. A confirmation pop-up box will appear when your enrollment is finished processing; your dashboard will appear. Once satisfied with your elections, log out of BenXcel by clicking your name and then clicking LOG OUT at the top right corner of your screen.

If you log out of the system at any time without finishing your enrollment, the system will save all elections made prior to you logging out.

Confirmation Statement

Accept: I would like to participate in the below named plan(s). I understand that by submitting this electronic election for coverage, I authorize payroll deductions/reductions from my salary. I also certify that to the best of my knowledge and belief any information disclosed herein is accurate and that my answers to all statements are true, correct and complete. I understand that once an election is made, it is irrevocable for the plan year unless a qualifying life event occurs. I further understand that I must be actively at work on the effective date, or coverage will be deferred until I return to work.

Disclaimer: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

By clicking the FINISH button below, I understand that this action will serve as my electronic signature of agreement and that by law this electronic signature will have the same effect as a signature on a paper form.

TP TEST PERSON Employee Address 123 MAIN STREET ANY, CA 90210

Demographics

Name	Marital Status	Street Address
TEST PERSON	Married	123 MAIN STREET
State	Postal Code	
CA	90210	

Dependent Information

Current Enrollment Summary

Purs Platinum (Region 2) City
Effective 10/01/2022
BRIAN T ADAM (Employee)
Nan Fang Adair (Spouse)
Nicholas R Adair (Natural child)
Cole R Adair (Natural child)
\$1153.22 /Per pay period
\$0.00 /Per pay period

Delta Dental - DPO (City)
Effective 10/01/2022
BRIAN T ADAM (Employee)
Nan Fang Adair (Spouse)
Nicholas R Adair (Natural child)
Cole R Adair (Natural child)
\$76.41 /Per pay period
\$0.00 /Per pay period

VSP Vision (City)
Effective 10/01/2022
BRIAN T ADAM (Employee)
Nan Fang Adair (Spouse)
Nicholas R Adair (Natural child)
Cole R Adair (Natural child)
\$134.40 /Per pay period

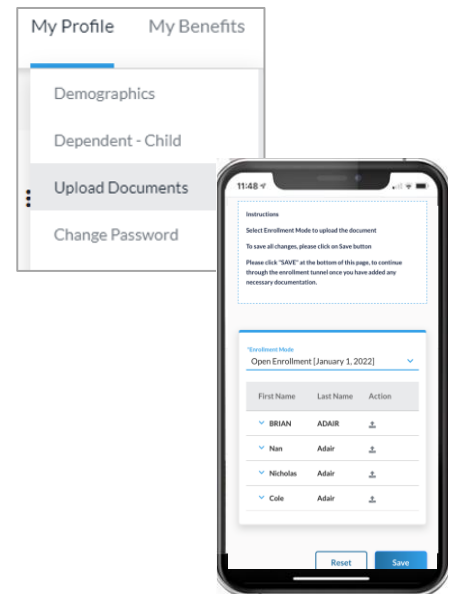
MAKING CHANGES TO YOUR OPEN ENROLLMENT ELECTIONS & ENROLLMENT COUNTDOWN

You can log back in at any time during your designated Open Enrollment period to make changes to your elections by clicking the CHANGE OPEN ENROLLMENT ELECTIONS link. A blue countdown box will also appear at the top of your dashboard, notifying you of the amount of time remaining to make benefit elections.



DOCUMENT UPLOAD

1. From your dashboard, use your MY PROFILE menu to select UPLOAD DOCUMENTS
2. Select your recent enrollment type from the Enrollment Mode dropdown menu.
3. In the 'Action' column for the individual in which the document applies, click the grey arrow to begin your upload. A Upload Document pop-up will appear:
 - Select Category: choose the document type from this drop down menu
 - Upload Documents: browse your computer for the document(s). Once the document(s) are selected, click 'Add New' to apply the document(s) to your profile.
 - Click 'Save & Continue' to return to the Document Upload Screen
4. When the pop-up disappears, click 'Save' at the bottom right corner of the screen to submit your document.



Upload Document

*Enrollment Mode
New Hire Enrollment [December 28, 2021]

First Name	Last Name	Relationship	Action
TEST	PERSON	Employee	
Spouse			
Child			

Document Upload

Select Category

Upload Documents

Supported Formats: txt, doc, docx, rtf, xls, xlsx, html, pdf, jpg, png. Upload limit 1 MB per file.

Add New **Save & Continue**

Reset **Save**