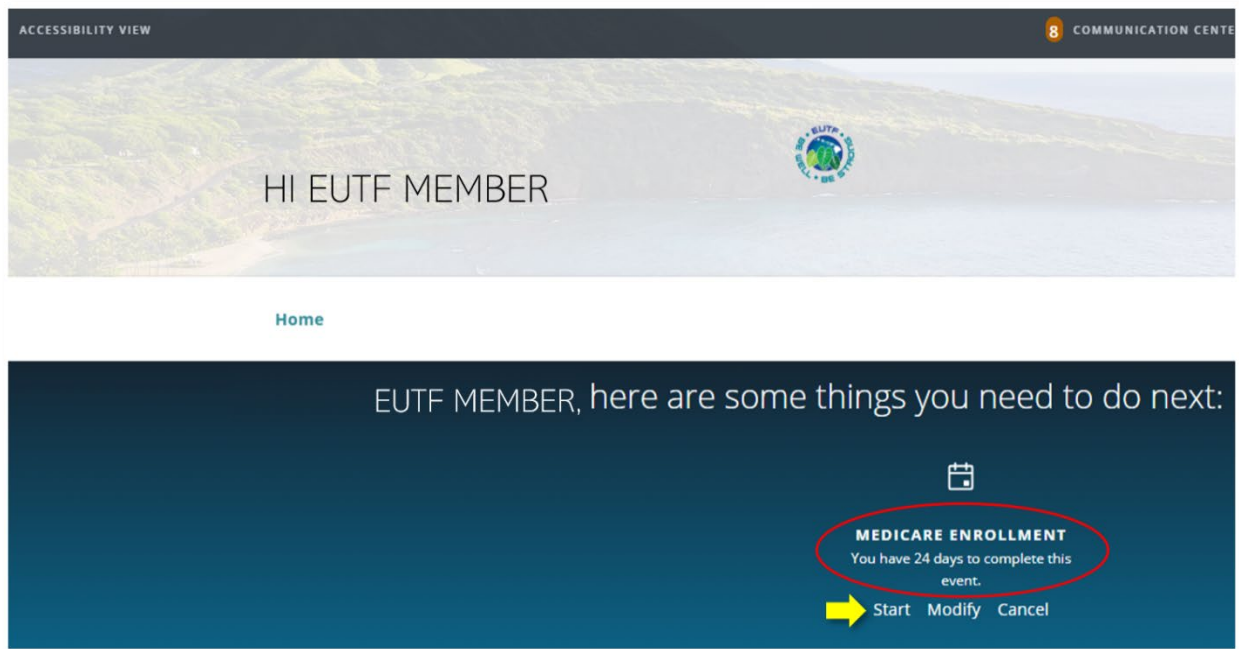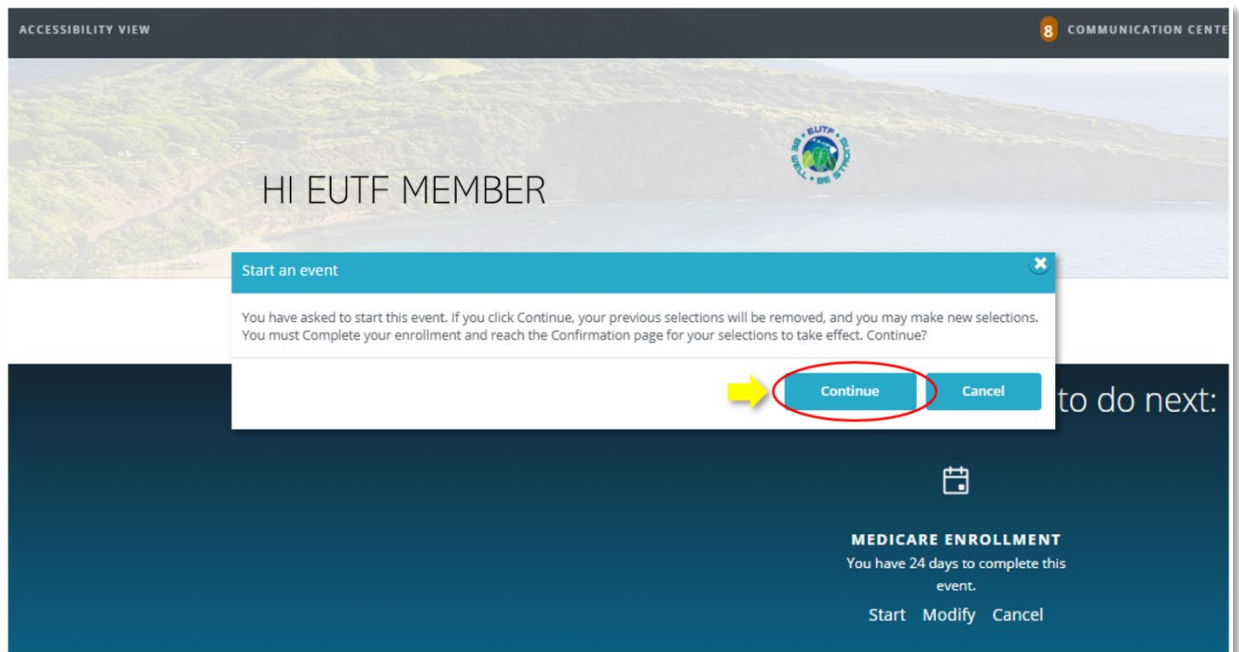# Member Self-Service Portal Enrollment
Medicare Part B Enrollment for Retirees

STEP ONE – PROVIDE THE MBI NUMBER

1. Once you've registered and logged into the Member Self-Service Portal, you'll be directed to the home page. Click **Start** under the **Medicare Enrollment** event.

2. Under the "Start an event" pop up box click **Continue**.

3. **Family Step**: Please confirm your dependents and click **Next** to continue. Please note that the system shows dependents who are eligible and no longer eligible.

4. **Medicare Beneficiary Identifiers (MBI)**: In the MBI box below, enter the MBI number located on your Medicare card or Medicare card of the applicable Medicare eligible family member, then click **Save**.

STEP TWO – MAKING ENROLLMENT CHANGES (OPTIONAL)

5. **Health Plans:** This step will allow you to make enrollment changes.

Select who is covered to see plan options available for that member. Double-check to make sure all your dependents are selected to continue their enrollment. Select **Next** to continue.

6. **Enrollment Summary:** In addition to uploading the Medicare MBI, please review and make edits to any changes made to your health plan enrollment and review list of dependents. If the information is correct, read and mark "I agree to the terms and conditions" and click **Complete Enrollment** at the bottom.

7. **Close Enrollment Event:** The enrollment has been submitted. Click **Next** to continue.
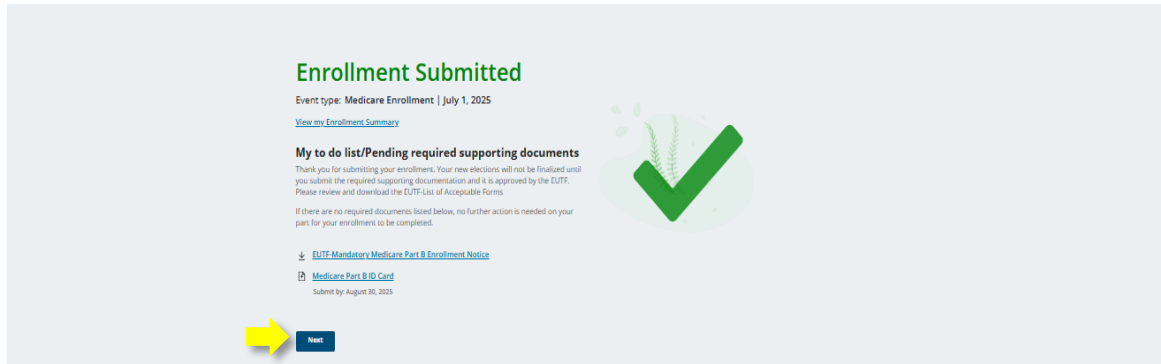
STEP THREE – UPLOADING SUPPORTING DOCUMENTS

8. Have your required Medicare Part B card(s) for you and/or your dependents available in electronic format to upload. From the homepage, click **Upload Your Required Documents**.
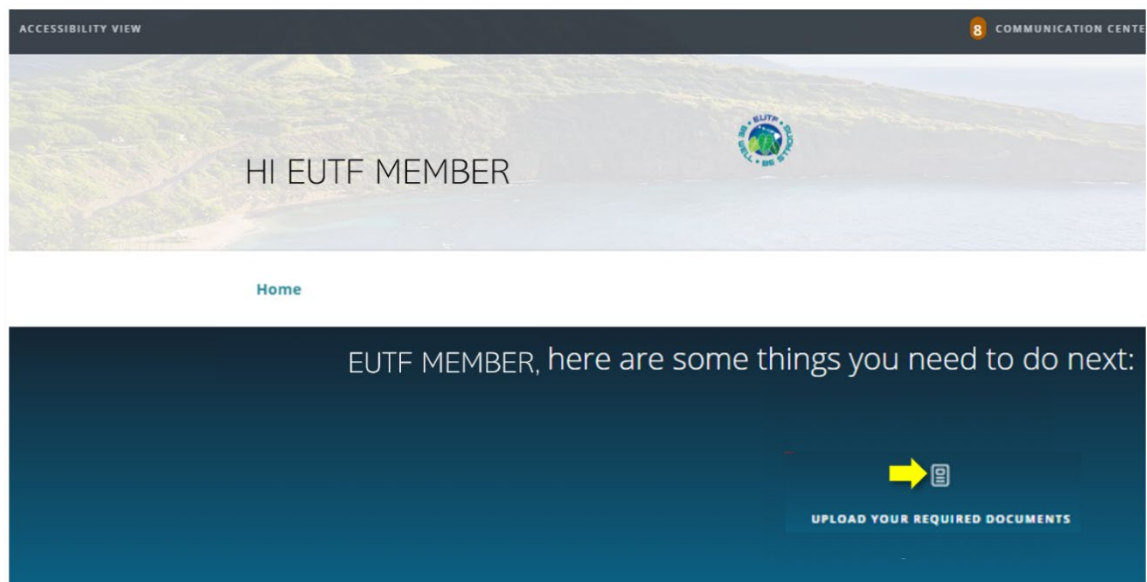
9. The Manage Your Forms & Documents screen opens. Click the **Upload Documents** option. The Upload Documents screen displays. To upload the document, click **Upload**.

10. The Upload documents window opens. Click **Choose File** to upload your document.

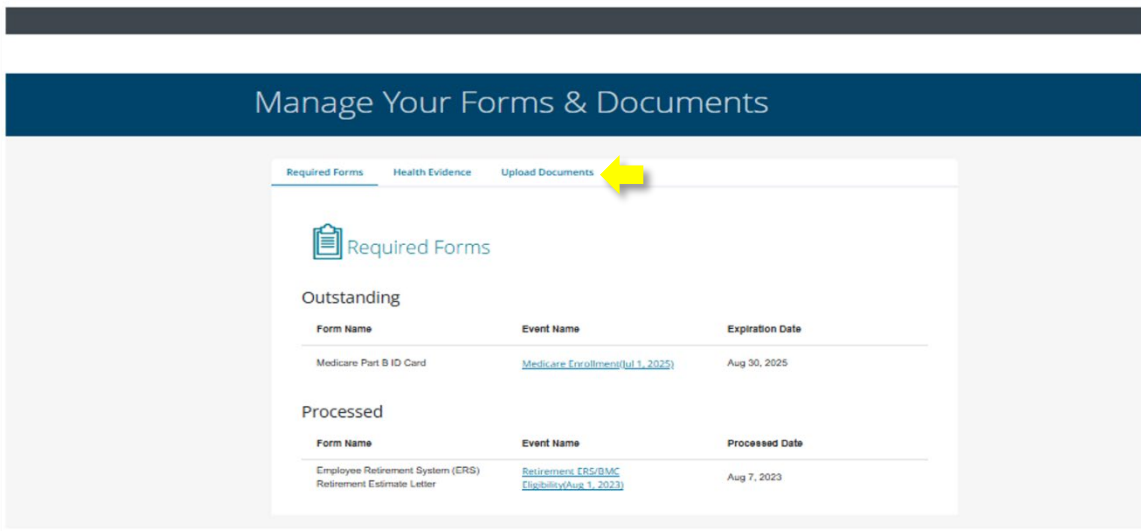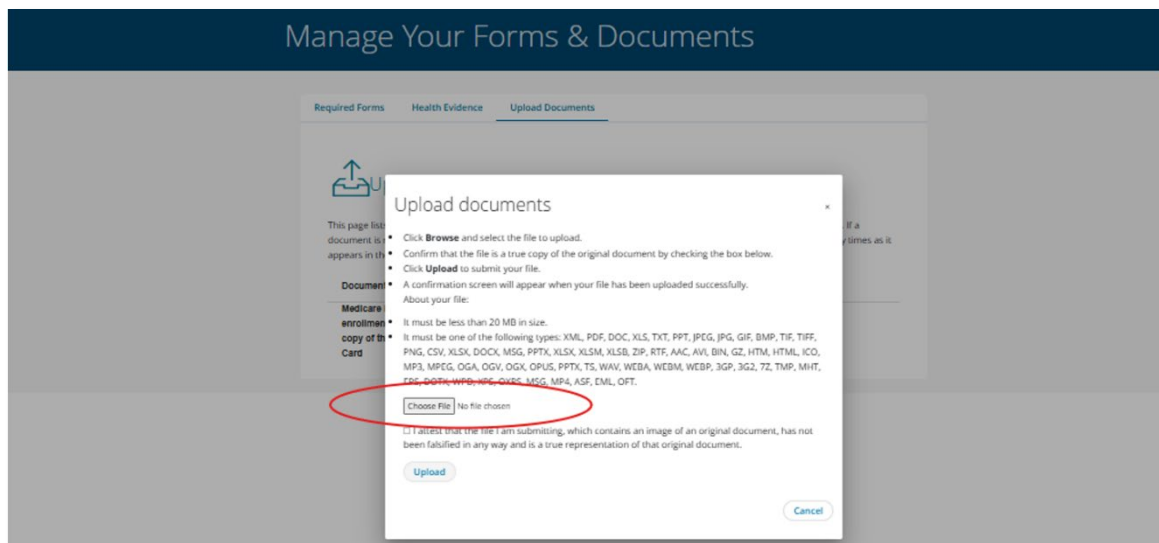11. The selected file's name displays on the **Upload documents** window. Read and click the Attest checkbox then click **Upload** to complete the process. Files cannot be password protected as EUTF will be unable to open the file. Password protected files will be rejected.
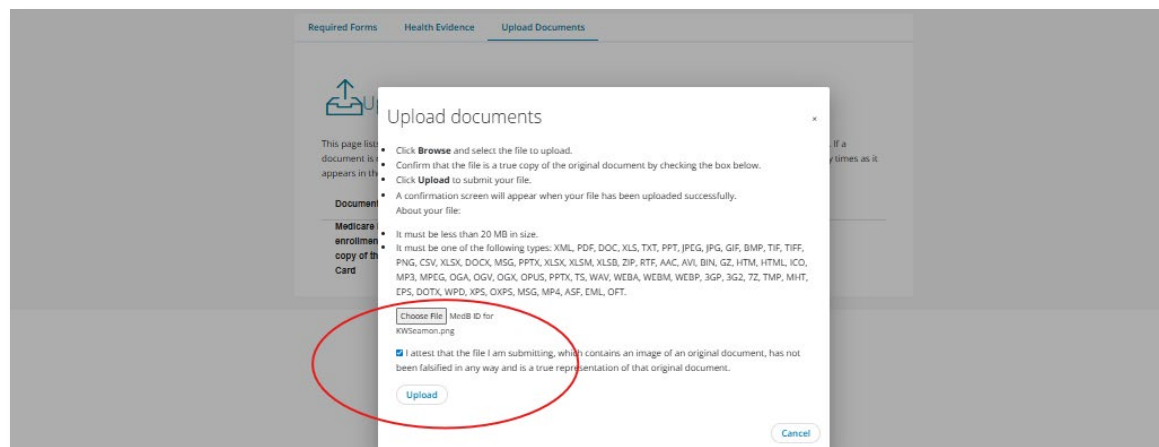
12. The **Upload documents** window confirms your successful upload. Click the **Close** button.

13. The Upload documents window displays the added document in the Details column.

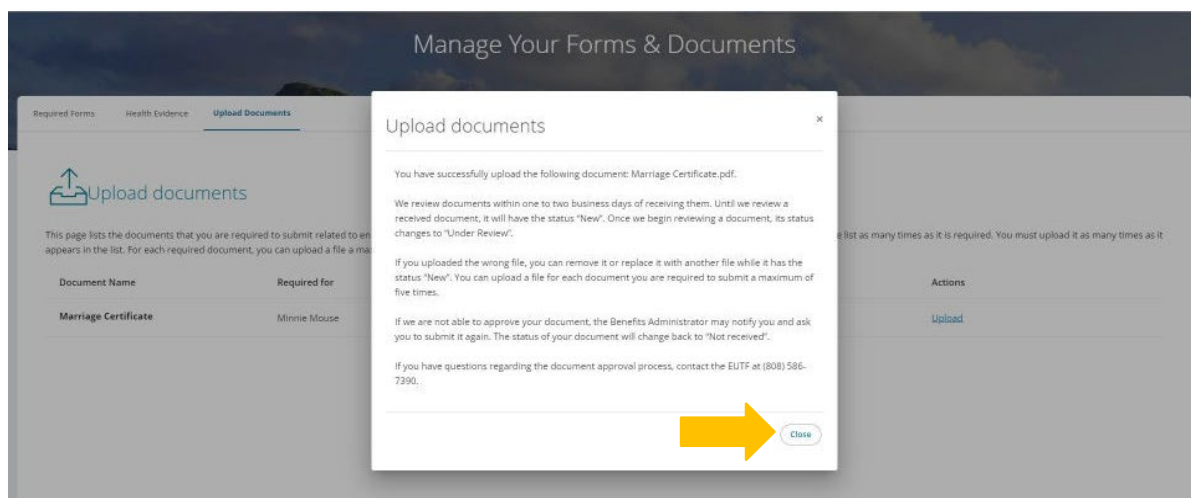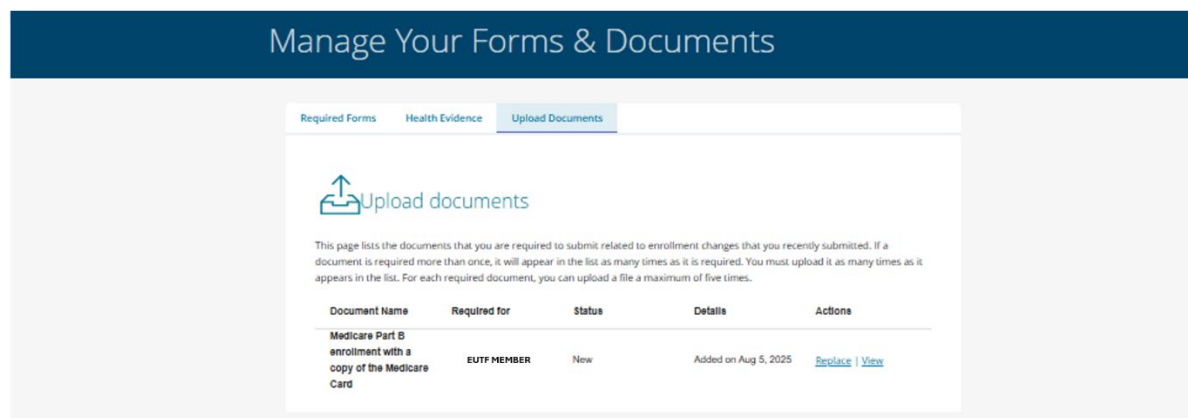14. Once you have submitted all required supporting documentation and it is approved by the EUTF, you will receive a confirmation of enrollment.

Required Supporting Documents For Medicare Part B Enrollment Event For Retirees

Enrollment Type	Required Documents
Retiree Turning Age 65	
Retiree Spouse or Partner Turning Age 65	• Copy of your and/or your dependent's Medicare card
Retiree Medicare Eligible Dependent	