



MACo HEALTH CARE TRUST

IT'S ALL ABOUT **TRUST...**

406-443-8102 www.mtcounties.org/hct

The following instructions will help you begin the process of online enrollment. **Your username has already been created for you per the guidance below.**

1. Go to: mtcounties.org/hct Click: ENROLL ONLINE HERE in the red box.
2. **Enter Your Username:** Username = first six letters of last name, followed by first initial of first name, followed by last 4 digits of social security number
Example: Mark Tester with SSN of 123-45-6789 would have a Username = testerm6789 (If last name is less than 6 letters use entire last name, first initial and last four of SSN.)
3. **Enter Your Password:** Password = Macohct, followed by last 4 digits of social security number.
Example: Mark Tester with SSN of 123-45-6789 would have a Password = Macohct6789
4. **Follow** steps on enrollment screens through computer prompts.
5. **Dependents:** If you are covering your spouse or any children for medical, dental, vision or voluntary life you will need dates of birth and SSN for each person.
6. **Beneficiary Information:** Please enter your beneficiary information and associated designations if required.
7. **Review** the information on the enrollment summary screen.
8. **Print or Email a Copy:** On the right-hand side **ABOVE** the orange "Finish Elections" button click the email or print button if you want a copy of your benefit selections.
9. **Click** orange "Finish Elections" when done.

If you have questions, please do not hesitate to call MACo HCT at 406-443-8102 or your county benefits contact for help.

