



BERNIEFORMS

HOW TO:

Employee Login Instructions

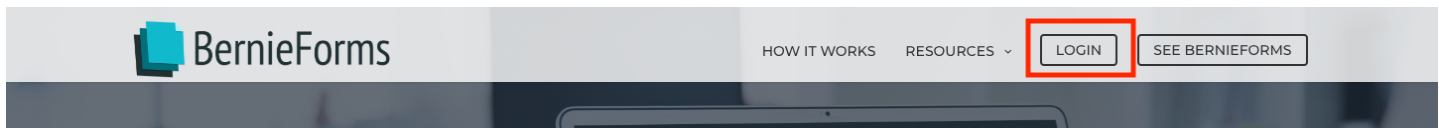
EMPLOYEE LOGIN INSTRUCTIONS

Welcome to BernieForms!

Completing health questionnaires shouldn't be complicated and time-consuming. BernieForms simplifies the process by allowing you to complete the forms online.

How to log into BernieForms:

To get started, visit <https://www.bernieforms.com> and select **Login**.



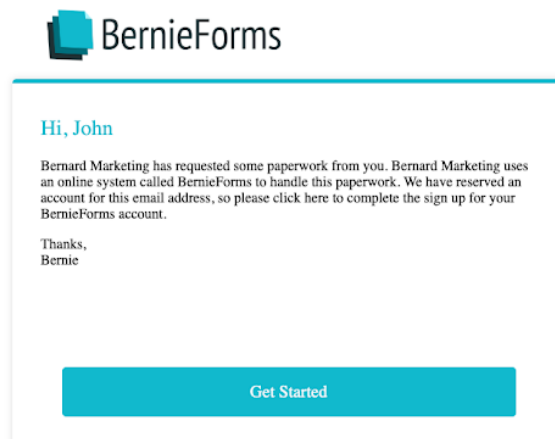
- **Are you an existing BerniePortal user?**

- Log into BernieForms using your BerniePortal email and password.

- * *Forgot your email? Contact your HR administrator.*

- **Never used BerniePortal?**

- Check your inbox! Your administrator has sent you a “New Request”. Select **Get Started** within the email to create your own login.



What do I do next?

1. Create a password
2. Select **Complete** on your form request
3. Follow the 5-step guided process
4. Submit the health questionnaire
5. Logout

EMPLOYEE LOGIN INSTRUCTIONS

FAQs:

- **How long will my questionnaires take to complete?**
 - Depending upon the amount of information you have to enter (dependents, health conditions, etc.) your health questionnaires should take only 15-20 minutes to complete.
- **Why am I being asked medical questions?**
 - In many health plans provided by your employer, insurance carriers require employees to complete medical questions before your company can offer that health plan as an option. Please contact your HR representative if you have additional questions.
- **Do I have to complete the Form Request if I am waiving health coverage?**
 - Even if you plan to waive coverage you are still required to complete your health questionnaire.
- **What if I have other questions?**
 - Additional questions may be directed to your HR administrator or your benefits broker.

Please have the following information prepared before starting:

- **Information about yourself**
 - Name
 - Gender
 - Date of Birth
 - SSN
 - Address
 - Phone number
- **Information about dependent(s)**
 - Name
 - Gender
 - Date of Birth
 - SSN
- **Information about medical conditions (for yourself and dependents)**
 - Health condition
 - Physician name
 - Treatment (start date/end date/on-going)
 - Medications and dosages

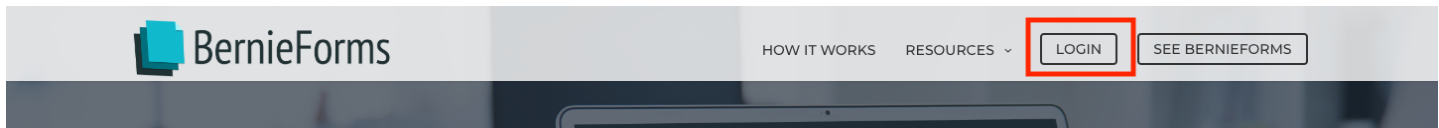
** Additional information may be required in some circumstances.*

EMPLOYEE LOGIN INSTRUCTIONS

Forgot your password?

No Worries! Visit <https://www.bernieforms.com>.

- Select **Login**



- Choose **Forgot Your Password?** and enter your email address

A screenshot of the BernieForms login page. It features the BernieForms logo at the top. Below it are two input fields: 'Email' and 'Password'. There is a 'Remember Me' checkbox. A blue 'Login' button is centered below the fields. At the bottom, a red rectangular box highlights the 'Forgot Your Password?' link.

* BernieForms will send you an email to reset your password.



Have more questions about BernieForms?
Check out our Employee Experience video [here!](#)