

Employee Cafeteria Plan Online Enrollment Instructions

- Log in to www.div125.com and log in using For Employees link
- Click on “Enrollment” tab on left side of screen
- Follow written instructions on center of screen for STEP 1 verify address
- Click NEXT
- Confirm correct address and click FINISH
- Computer goes automatically back to main screen
- Click STEP 2
- Screen displays all available benefits, prior plan year elections and shows maximum (cap) elections for each benefit type.
- Fill in new plan year election for the entire plan year
- On Enrollment Confirmation Screen, choose either CANCEL, BACK, or FINISH.
- Elections have been recorded!

