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Subject: PlanSource Login Instructions
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To: Fund-Sparks <Fund-sparks@fundltc.com>; FCOS <FCOS@fundltc.com>; Hillegass-ALL <Hillegass-Division-ALL@fundltc.com>

Subject: IMPORTANT MESSAGE - OPEN ENROLLMENT - PLEASE READ

Importance: High

OPEN ENROLLMENT STARTS TODAY!

The enrollment system has upgraded from MarketLink to PlanSource. During this Open Enrollment period you will be using PlanSource to enroll for benefits or make any changes.

Employees will be required to reset their password during Open Enrollment, or when PlanSource is first accessed:

- Log on to PlanSource at https://benefits.plansource.com/logon/fundamental_ltc
- Enter Username (first initial of the first name, followed by the first six letters of the last name, and last four digits of social security number)
- Enter Password, which is the date of birth in the YYYYMMDD format

Example:

- Susan Talbot, XXX-XX-2345, December 16, 1981
- Login: stalbot2345 Password: 19811216