# Williamson County Benefits Online Enrollment

You have 31 days from your hire date to complete the benefits online enrollment process as a new hire. If you do not complete the process within this 31 day window, your next opportunity to enroll in benefits will be during the annual open enrollment period.

You will receive an email from the Benefits Department close to your hire date indicating when you can begin the online process.

YOU CANNOT START THE ONLINE PROCESS UNTIL YOUR ACTUAL FULL-TIME HIRE DATE

Go To: www.aflacatwork.com/williamson

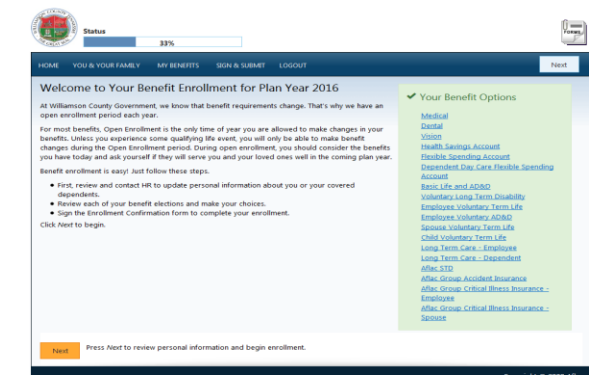> **This link will direct you to the screen below.**
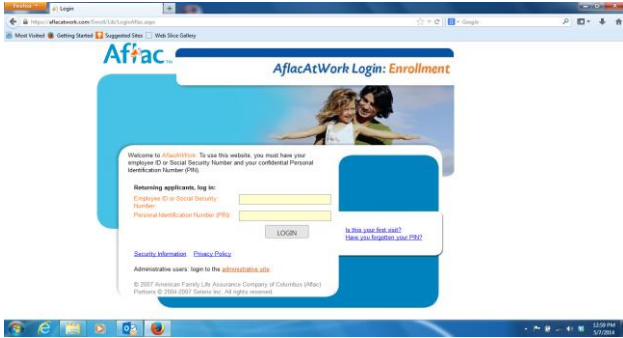
1ˢᵗ- **Enter you Social Security Number**

2ⁿᵈ- **Enter your PIN- Your PIN is the last Four digits of your SS# and the last 2 digits of the year of your date of birth.**

3ʳᵈ- **Click "LOGIN"**

Once you have logged on you will be prompted to choose a new PIN. You will then be directed to your "welcome" page. PLEASE READ the "welcome" page.

The "Next" button is orange is located at the bottom left corner of the page. The next button will be important because it is how you will advance from screen to screen.

After you have read the welcome page click **"next"**. This will direct you to your **"personal info"** page.

> Review your personal information. If your name, address or phone number is incorrect, contact Human Resources. Review your e-mail address and update if necessary. Confirm and click **"next"**.

Now you are on the **"Dependents"** page.

> Review and make any corrections that need to be made. If you are enrolling a new dependent child, you are required to forward a copy of their birth certificate to the Benefits Department. Benefits will not be approved until we receive the birth certificate. A Spousal Verification form is required when enrolling a spouse. This form is available during the online enorollment process. Confirm those corrections and click **"next"**

Once these steps have been completed you are ready to enroll in the benefit programs available to you as a new hire.

You must complete the entire online process in full .

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