

Steps for enrolling in Lutheran Benefits

These steps are for NALC congregations that choose Lutheran Benefits, the NALC and Lutheran CORE benefits package administered by the Hahn Financial Group. If you do not have email, please call the Hahn Group at the phone number below to have the forms and instructions mailed to you.

1. Open the materials emailed by the Hahn Financial Group:
 - a. Health benefits materials (the plan uses the BC/BS network with a \$400 deductible) sent on Nov 1 with three attachments:
 - i. Lutheran Benefits Premium Worksheet.pdf
 - ii. Authorization Form and Membership Rights Notice.pdf
 - iii. Lutheran Benefits Health and Benefits Enrollment Forms.pdf
 - b. Pension materials sent on Oct 31 with four attachments:
 - i. The 403b Retirement Enrollment Instructions – NALC CORE.pdf
 - ii. Employee Census Format.pdf
 - iii. Investor Profile Questionnaire.xls
 - iv. G75849, Enrollment Forms.pdf
 - c. If you cannot find these emails or did not receive them, email LutheranBenefits@HahnFinancialGroup.com or call toll free 1-800-516-HAHN (4246) to request that the enrollment emails be sent to you.
2. First complete the health benefits enrollment. Using the detailed instructions sent in the Nov 1 email, complete the:
 - a. Authorization Form and Membership Rights Notice
 - b. Lutheran Benefits Health and Benefits Enrollment Forms

For health coverage that **begins on Jan 1, 2012 it is necessary** that both forms:

- c. be faxed (605-275-9595) to the Hahn Financial office **in good order by NOON (Central Time) Dec 12; and**
 - d. all original documents be received **in good order via regular mail at the Hahn Financial office by Dec 15.**
3. Complete the pension enrollment forms using the detailed instructions sent in the Oct 31 email.

The Hahn Financial Group is available to answer questions and help you through the process.

Contact information:

Hahn Financial Group, Inc.

3101 S. Phillips Ave

Sioux Falls, SD 57105

1-800-516-HAHN (4246)

LutheranBenefits@HahnFinancialGroup.com