

BENEFITS PROVIDED	BENEFITS ADMINISTRATOR	WEBSITE	TELEPHONE NUMBER(S)	INSTRUCTIONS
Voluntary benefits (vision, dental, life, etc...)	Center for Nonprofit Advancement - Benelink	benelink.com		Use this site to manage voluntary benefits: 1. Make benefit elections during open enrollment. 2. Update personal information. 3. Manage beneficiaries and dependents.
Medical benefits	DC HealthLink	dchealthlink.com	1.855.532.5465	Use this site to manage medical benefits: 1. Make benefit elections during open enrollment. 2. Update personal information 3. Manage beneficiaries and dependents For questions regarding healthcare benefits, providers, or coverages contact Kelli at Benecurv (see below).
Medical benefits customer support	Benecurv	kargo@benecurv.com	1.410.532.4205	For personalized assistance with health insurance and benefits contact Kelly at Benecurv.
Dental	Aetna Dental	aetna.com	1.877.238.6200 Group #108448	How to Access Aetna Dental Cards: 1. Visit aetna.com 2. Scroll down to the middle of the page where it says Your Aetna member website. 3. Click on the Purple Tab that says "Register and Log in Today." 4. Enter your personal information. You can use your SS#. 5. Create your username, password & security question. 6. Review & acknowledge the Terms and Conditions.
Life insurance (company & employee- paid)	MetLife			Contact Center for Nonprofit Advancement for all questions regarding life insurance. Call: 202.457.0540 x211
Retirement 403(b) benefits	T. Rowe Price	troweprice.com	1.800.492.7670	To enroll in retirement benefits or adjust your retirement contribution, contact HR.
EAP Benefits (Counseling, Legal, Financial, Work, Life, Wellness)	MetLife	metliffeap.lifeworks.com	1.888.319.7819	To access counseling services: Call MetLife at 1-888-319-7819 To access online resources: Download the mobile app or log on to metliffeap.lifeworks.com Username: metliffeap Password: eap Up to 5 counseling sessions per issue, per year for employee and each household member

ADVOCATE. ACT. ADVANCE.