

How to Enroll

To Enroll Online

Enrolling through the Internet is simple and secure. The website will take you through each step of the process.

1. Log on to WorkTerra- <https://www.workterra.net>

- Username will be your CEI employee ID number
- Password will be the first 4 digits of your Social Security number
- Company name is CEI (not case sensitive)
- You will be prompted to change your password upon your initial login

2. Confirm your choices

Once you have made your elections and added your dependent and beneficiary information, you will see a confirmation of your enrollment. Please verify that ALL information is updated correctly. If you want to enroll dependents, check to be sure that each dependent is listed as covered under the applicable benefit plan. If you need to make any changes, simply update your enrollment prior to finalizing your choices. Print this page and keep it for your records.

ID Cards

After you enroll, you will receive ID cards from the medical and dental plan you select. You will not receive an ID card for vision coverage. When you receive your ID card, confirm that all information is accurate. If not, contact the plan administrator right away.