

# Worksite Enrollment Kit Resource Guide

## Help employers Encourage, Educate and Enroll!

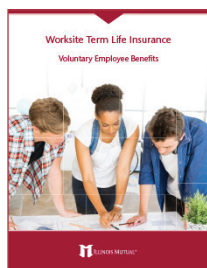
Our Worksite Enrollment Kit includes free communication tools that can be shared with your employer clients to successfully promote Illinois Mutual's worksite voluntary products to their workforce. These materials will help them ENCOURAGE participation, EDUCATE employees about our products and ENROLL them in valuable benefits with a turnkey communication plan that simplifies the process! To get started, share the Enrollment Planner with your employer client, included this kit! A compressed file folder (C8128\_kit) containing all digital files of all tools is available for download on our Agent Forum's Resource Library. If you prefer to order printed copies, contact our Worksite Sales team.



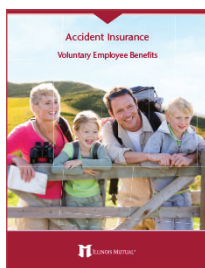
**C8128\_EP**  
Worksite Employee Benefits Enrollment Planner

## Product Brochures

(Both digital files or printed brochures are available)



**C8056**  
Term Life Employee Brochure



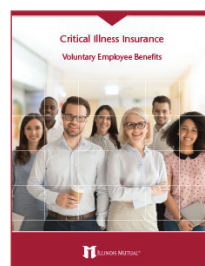
**C8003**  
Accident Employee Brochure



**C8013**  
Short Term DI - Individual Employee Brochure



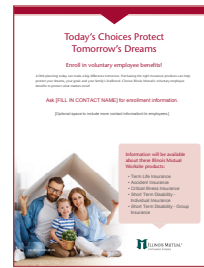
**C8049**  
Short Term DI - Group Employee Brochure



**C8068**  
Critical Illness Employee Brochure

## Enrollment Announcement Posters

(Printable files formatted for 8.5"X11" paper)



**Poster 1**  
General Enrollment Poster



**Poster 2**  
Enrollment Date Announcement Poster

## Banner Graphics



**Banner Graphic 1**  
Today's Choices Protect Tomorrow's Dreams



**Banner Graphic 2**  
Choose Today a Secure Tomorrow



**Banner Graphic 3**  
It's Not Too Late to Protect What Matters Most

Digital files can be emailed as an attachment, some can be inserted (copied and pasted) directly into most email clients, displayed on their intranet, or printed and distributed.



# Email Text

**Protect and Provide with Confidence**

Open Enrollment is coming soon and with it comes choices to help add financial security to your life. The voluntary employee benefits listed below are being offered to employees and can help you protect what matters most during times of uncertainty, such as illness or injury.

**Make informed choices. Ask Jane Doe for information about these Illinois Mutual Worksite products:**

- Term Life Insurance
- Short Term Disability Insurance - Individual
- Short Term Disability Insurance - Group
- Accident Insurance
- Critical Illness Insurance

More details will be provided soon, including the time and location of an employee informational presentation to our Illinois Mutual agent, John Doe, followed by the date(s) for enrollment and application with the agent.

If you have any questions, please contact Jane Doe at ext. 123 or Jane.Doe@CompanyEmail.com.

Policy Form: MCSA, Voluntary Critical Illness Policy, Policy Form 1111, Term Life Insurance, Policy Form #5403, Voluntary Accident Policy, Policy Form #5507, Voluntary Short Term Disability Insurance Policy, Policy Form #5511, Group Non-occupational Short Term Disability Insurance Insurance  
Not available in AL, DC, HI or NY. Coverage and availability may vary in other states.  
For policy rates and details of coverage, limitations, exclusions and terms, contact your agent or Illinois Mutual. Illinois Mutual, its agents and representatives may not give legal or tax advice. An accountant or attorney should be consulted regarding individual circumstances.  
CSLR\_0463

## Email 1

Enrollment is Coming & Initial Introduction of Illinois Mutual Products

**Choose Today a Financially Secure Tomorrow**

It's Open Enrollment, and the choices you make today can have an important impact on tomorrow's financial security. Consider these voluntary employee benefits from Illinois Mutual to help you protect what matters most.

**Make informed choices. Our Illinois Mutual agent, John Doe, will conduct an employee informational presentation about the following Worksite Insurance products:**

- Term Life Insurance
- Short Term Disability - Individual
- Short Term Disability - Group
- Accident
- Critical Illness

**We encourage you to attend the employee presentation:**  
Monday, 6/15 at 2:30 p.m. in the Board Room

<https://www.illinoismutual.com/Products/Worksite-Insurance>

If you have any questions, please contact Jane Doe at Jane.Doe@CompanyEmail.com.

Policy Form: MCSA, Voluntary Critical Illness Policy, Policy Form 1111, Term Life Insurance, Policy Form #5403, Voluntary Accident Policy, Policy Form #5507, Voluntary Short Term Disability Insurance Policy, Policy Form #5511, Group Non-occupational Short Term Disability Insurance Insurance  
Not available in AL, DC, HI or NY. Coverage and availability may vary in other states.  
For policy rates and details of coverage, limitations, exclusions and terms, contact your agent or Illinois Mutual. Illinois Mutual, its agents and representatives may not give legal or tax advice. An accountant or attorney should be consulted regarding individual circumstances.  
CSLR\_0463

## Email 2

Enrollment is Open & Agent Presentation to Employees

**Enroll in Financial Security. It's Not Too Late!**

Illinois Mutual Worksite Insurance enrollment is almost over! Don't miss out on making important choices today that can have a lasting impact on your financial security tomorrow.

**You have the option to enroll in:**

- Term Life Insurance
- Short Term Disability Insurance - Individual
- Short Term Disability Insurance - Group
- Accident Insurance
- Critical Illness Insurance

**Our Illinois Mutual agent will be available for enrollment:**  
Monday, 6/15 at 2:30 p.m. in the Board Room

<https://www.illinoismutual.com/Products/Worksite-Insurance>

**Remember to bring:**

- Driver's License
- Social security number for you and any beneficiaries
- Bank routing information for EFT

**We encourage you to take advantage of the voluntary employee benefits being offered!**

If you have any questions or need to make arrangements for enrollment outside of when the agent will be here, please contact Jane Doe at ext. 123 or Jane.Doe@CompanyEmail.com.

Policy Form: MCSA, Voluntary Critical Illness Policy, Policy Form 1111, Term Life Insurance, Policy Form #5403, Voluntary Accident Policy, Policy Form #5507, Voluntary Short Term Disability Insurance Policy, Policy Form #5511, Group Non-occupational Short Term Disability Insurance Insurance  
Not available in AL, DC, HI or NY. Coverage and availability may vary in other states.  
For policy rates and details of coverage, limitations, exclusions and terms, contact your agent or Illinois Mutual. Illinois Mutual, its agents and representatives may not give legal or tax advice. An accountant or attorney should be consulted regarding individual circumstances.  
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## Email 3

Enrollment Date On-Site with Illinois Mutual Agent & What to Bring

**Thank You for Participating!**

As our benefit enrollment period ends, please let us know if you have any questions about a policy you have purchased. Illinois Mutual is available to continually support you and appreciate your trust and interest in the products and services we have made available to you.

If you have any questions beyond what Jane Doe is able to answer, you can contact your agent or Illinois Mutual's Policy Service or Claims departments:

**Illinois Mutual Agent:**  
John Doe  
Doe Insurance Agency  
123 John Doe Lane  
Baltimore, MD 21245  
(212) 456-7890  
John.Doe@DoeInsurance.com  
www.DoeInsurance.com

**Illinois Mutual Worksite Policy Service & Claims:**  
Phone: (800) 437-7355  
Policy/Coverage Questions or Changes: ext. 756  
Disability Claims: ext. 751  
Accident or Critical Illness Claims: ext. 751  
Fax: (301) 674-2227  
Email: Policy/Coverage Questions: [Policy@IllinoisMutual.com](mailto:Policy@IllinoisMutual.com)  
Claims: [Claims@IllinoisMutual.com](mailto:Claims@IllinoisMutual.com)  
My Policy Online Profile: <https://www.illinoismutual.com/Products/Worksite-Insurance/Employee>  
Illinois Mutual Website: <https://www.illinoismutual.com/Products/Worksite-Insurance/Employee>

For policy rates and details of coverage, limitations, exclusions and terms, contact your agent or Illinois Mutual. Illinois Mutual, its agents and representatives may not give legal or tax advice. An accountant or attorney should be consulted regarding individual circumstances.  
CSLR\_0463

## Email 4

Enrollment Has Ended & Contact Information (Employer, Illinois Mutual Agent and Home Office Policy Service & Claims Departments)

# Product Video Links

(located on our website's Video Center at [www.IllinoisMutual.com/Learning-Center/Video-Center](http://www.IllinoisMutual.com/Learning-Center/Video-Center))



Worksite Term Life Insurance Video



Worksite Accident Insurance Video



Worksite Short Term Disability Insurance Video



Worksite Voluntary Short Term Disability Insurance Video



Worksite Critical Illness Insurance Video

Additional product information available on our Company website!  
[www.illinoismutual.com/Products/Worksite-Insurance/Employees](http://www.illinoismutual.com/Products/Worksite-Insurance/Employees)

Ask your Worksite Sales team for sales support!

[Worksite@IllinoisMutual.com](mailto:Worksite@IllinoisMutual.com)

(800)437-7355 ext. 782

