

# Welcome back to FormFire!

DuPage Airport Authority is using FormFire in conjunction with Wine Sergi to renew your medical benefits and ensure that you're getting the best medical coverage at the best price.

Since you already have an account, you need only verify that your information is complete and correct - you do not need to create a new account or start over.

There are three ways to get back into your account:

## A. Using the Account Name and Password you created last time...

Go to <http://www.myformfire.com> and click on the login button.

## B. Using four items of information about you and your Employer...

Go to <http://www.myformfire.com> and click on the login button. At the next screen, click on the "forgot your password?" link, and, at Option 2, enter these details:

- Your last name
- Your Employer Code 6D58B75
- Your Social Security Number
- Your date of birth

## C. Using the email address you have registered in your online account...

Go to <http://www.myformfire.com> and click on the login button. At the next screen, click on the "forgot your password?" link, and, at Option 1, enter the email address you have associated with your online account. An email will be sent to you that contains your details and next steps.

**PLEASE NOTE:** The above option WILL NOT WORK if the email we have on file is not current or has been used by more than one person.

If you do not already have a FormFire account...

Simply go to <http://www.myformfire.com> and click "Sign Up". Enter employer code: 6D58B75 and follow the prompts to enter your information online.



Please have the following information ready prior to starting:

**Information about any new dependents**

- Full legal name of individuals
- Dates of birth
- Social Security Numbers
- Heights and Weights
- Names and phone numbers of primary care physicians

**In some circumstances \***

- Medical Condition Names
- Treatment Dates
- Medications and Dosages
- Any other relevant details

\* In a number of Employer Plan options, the collection or confirmation of your current medical information may be required. Please contact your HR representative to know your group's requirements.

## Frequently Asked Questions

**Do I need to update my account if nothing has changed?**

Yes. Your broker and the carriers need to know that you've verified all of your data is complete and correct.

**Will I be asked medical questions?**

In a number of Employer Plan options, or in companies of a certain size, the collection or confirmation of your current medical information is a required part of the application and enrollment process. Please contact your HR representative or benefits broker for more details.

**Will this take long?**

No. If you don't have many changes to make, updating your FormFire account shouldn't take more than five or ten minutes.

**What if I have more questions?**

After logging in, additional help and answers to frequently asked questions is provided throughout the site, including multiple ways to contact us or your benefits broker.