

How to Enroll in MarketLink for Benefits

To begin the New Hire Enrollment process, visit: www.mymarketlink.com/asmglobal:

1. Create your ID & a temporary password:

- **Log on ID:** first initial of your first name followed by the first six letters of your last name and last four digits of your Social Security number:

Log on ID										
Initial first name lower case.	Last name up to six letters lower case.						Last 4 digits of your SSN.			

- **Temporary Password:** your date of birth in the YYYYMMDD format, your first initial (lower case), your last initial (UPPER CASE), plus an exclamation point (!)

Temporary Password										
										!
Birth year.				Birth month.		Birth day.		Initial first name lower case.	Initial last name UPPER case.	Exclamation mark.

- **Example:** Rebecca Gray, SSN XXX-XX-2345, August 14, 1962 (08-14-1962)
Login: rgray2345
Password: 19620814rG!
- **Follow instructions on the next page to create you're permanent unique password.**

Change Password to a Strong Password:

- You will be prompted to change your password when you initially login
- Follow the directions to set up security questions to assist if you should ever forget your password.
- Once enabled, you will be required to enter a password that includes the following:
 - At least 10 characters long
 - At least one lowercase letter
 - At least one uppercase letter
 - At least one number
 - At least one special character (* / %)
 - **Please be sure to write down your new password in the event you forget your MarketLink password.**
 - After you login for the first time, you will be asked to provide a second authentication. You will be sent a Verification Code either by email, telephone or text message. After you enter the code in the 'Verify Your Identity' screen, you will be prompted to change your password.
 - Select the **"ENROLL"** button to access the Enrollment Wizard
- When you have completed each benefit enrollment through the wizard, you will see a Benefits Summary page and you ***must*** select the ***"I'm Done Enrolling"*** button to complete your enrollment.

AUTO ENROLLMENT

- Please note that if you do not take action on your Open Enrollment benefits, then you will automatically be enrolled in the Cigna HDHP w/ vision plan at Single coverage following the close of the enrollment window.

How to reset your password:

- Visit www.mymarketlink/asmglobal
- Click on "Forgot Password/Password Reset?"