

## Instructions for filling out Genworth Long Term Care online:

There is not a paper application for this optional product. To access the form online, go to:

- Hrm.msstate.edu
- Select “benefits”
- Select “Insurance” from the column on the far right
- Then click on “long term care”
- At the bottom of the screen under Resources, you will click on “Genworth Web Portal”
- For group ID, enter “MSU”
- For Code, enter “groupLTC”
- Fill out your state of residence
- Applicant type is “employee”, “spouse/partner” or “other”
- Fill in First name, last name
- Fill in email address
- Add state of residence
- Fill in date of birth
- Applicant type select “Employee”, “Spouse”, or “other”
- It will ask if you were hired prior to today’s date and you will answer Yes or No

This will give you a quick estimate as to what you will pay per month.

If you are satisfied with the quote, you will click on “Apply” when it asks if you are ready to finalize.