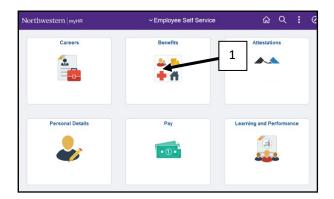
^{it's all about} YourBenefits

Northwestern

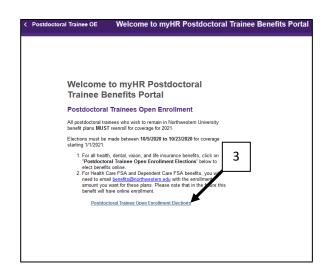
As a postdoctoral trainee, you will need to utilize two systems, both accessed via myHR, to enroll in benefits. One system will allow you to enroll in health, dental, vision, and life insurance. The other system will allow you to enroll in the health care FSA, dependent care FSA, and long term disability plans. To begin enrollment, login to <u>myHR</u> then follow these steps:

Enrolling in Health, Dental, Vision, and Life Insurance

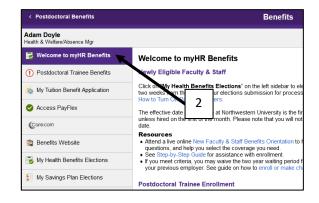
1. Select the **Benefits** tile in myHR Self Service.



3. Select Postdoctoral **Trainee Open Enrollment Elections**.



2. Select **Postdoctoral Trainee Benefit** to enroll in health, dental, vision, life Insurance.



4. Select **Begin Enrollment** from the center of the page. You may be prompted to create an account. Follow the prompts to complete enrollment.



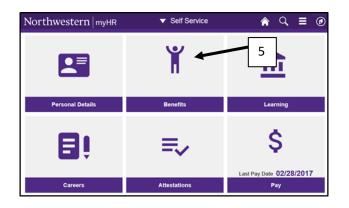
Continued on Next Page

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Enrolling in Flexible Spending and Long Term Disability

5. You may need to select the **Benefits** tile in myHR Self Service if you have been logged out.



6. Now, to elect health care FSA, dependent care FSA, and long term disability insurance select **My Health Benefits Elections**.

< Postdoctoral Benefits	Benefits
₿ Welcome to myHR Benefits	Welcome to myHR Benefits
Postdoctoral Trainee Benefits	Newly Eligible Faculty & Staff
Ny Tuition Benefit Application	Click on "My Health Benefits Elections" on the left sidebar to ele two weeks from the date of your elections submission for process How to Turn Off Pop-Up Blockers.
Access PayFlex	The effective date at Northwestern University is the fir
Care.com	unless hired on the date.
Benefits Website	Resources Anthene New Faculty & Staff Benefits Orientation to questions, and help you select the coverage you need.
B My Health Benefits Elections	 See Step-by-Step Guide for assistance with enrollment. If you meet criteria, you may waive the two year waiting period f your previous employer. See guide on how to enroll or make ch
My Savings Plan Elections	Postdoctoral Trainee Enrollment

7. Select Enroll Now.



8. Select **Get Started** from the center of the page. Follow the prompts to complete enrollment.

Northwestern myHR Benefits	
≡	
Home Dependents Language Preferences MANAGE ACCOUNT My Documents	Welcome to your North Benefits! You are invited to enroll in benefits provide 8 Get started > 8
QUICK LINKS Learning Center High Contrast Mode	Important Messages for You You have new benefits being offared to you: You have 31 days to elect your Open Enrollment benefits.