

## Benefits Enrollment Instructions

# When you need to make a change...



The benefits enrollment platform is your one-stop shop for enrollment in faculty and staff benefit programs, with the exception of commuter benefit enrollment which is made at [www.payflex.com](http://www.payflex.com).

Please note that you have 31 days from the date of a qualifying life event to make changes to benefit enrollments. All enrollments must be made online following the process outlined in the guide. If this is the first time you are enrolling in Northwestern's benefit plans, the system will walk you through all offerings. If you do not use a computer at work or at home, computers are available in the HR offices. Detailed information regarding benefit plans can be found on the Benefits main website:

<http://www.northwestern.edu/hr/benefits/index.html>.

### Before You Enroll

To make the enrollment process as easy as possible, it is recommended that you gather information and documents for all dependents you wish to enroll on the health plan before you begin the online enrollment process. Plan to have legal names, dates of birth, social security numbers, as well as scanned copies of proof of dependency documents

(<http://www.northwestern.edu/hr/policies-forms/how-do-i-verify-dependents.html>) readily available.

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If you have questions or need help completing Benefits Enrollment ...

### **Multifactor Authentication Issues**

IT Help Desk: 847-491-4357

[consultant@northwestern.edu](mailto:consultant@northwestern.edu)

### **Net ID Issues**

myHR Help Desk: 847-467-4800

[myHRhelp@northwestern.edu](mailto:myHRhelp@northwestern.edu)

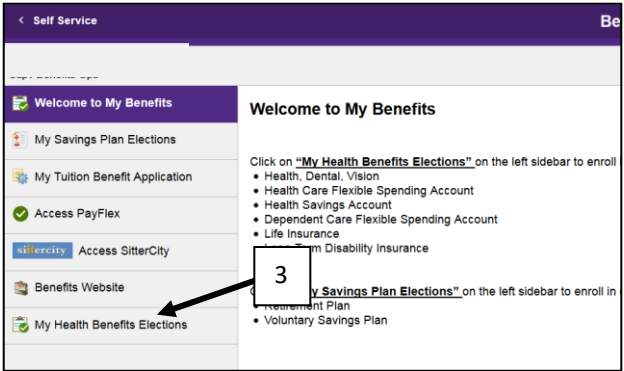
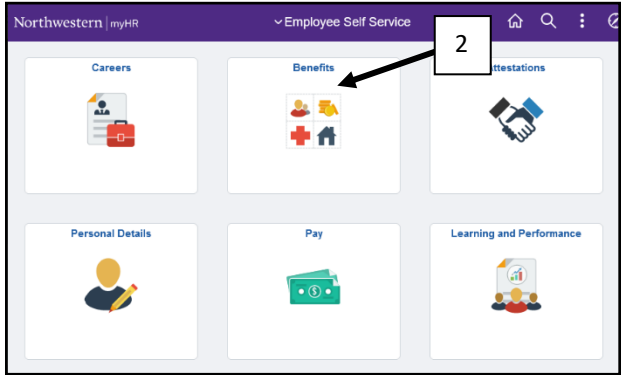
### **General Benefits Questions**

Benefits Office: 847-491-7513

[benefits@northwestern.edu](mailto:benefits@northwestern.edu)

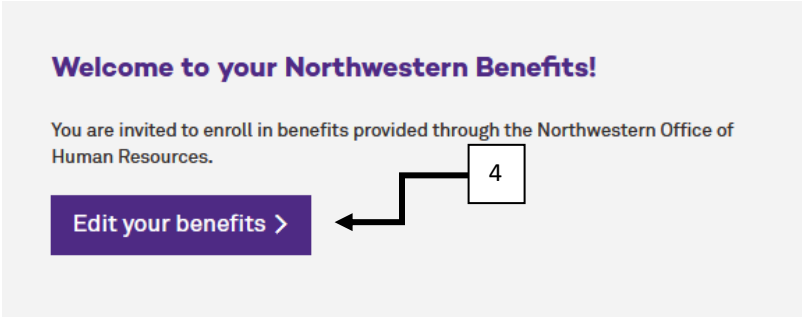
## Accessing Benefits Enrollment Portal

1. Login to myHR at <http://www.northwestern.edu/myhr/>.
2. Select the **Benefits** tile in myHR Self Service.
3. Select **My Health Benefits Elections** from the left-hand menu.



**NOTE: Do not use the back button in your browser. It is best to use the previous button within the platform.**

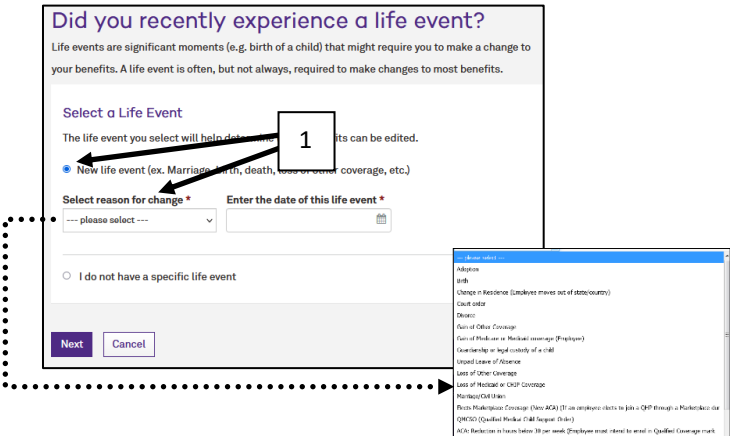
4. Select **Edit your benefits** from the center of the page.



## Select Change Reason

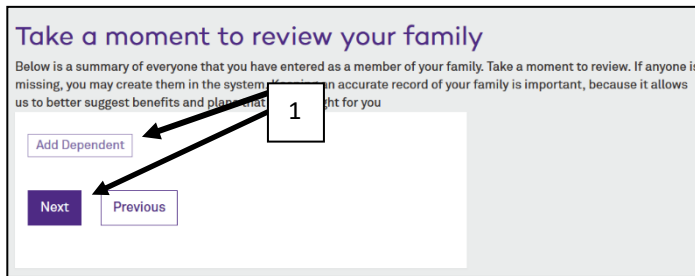
There are only specific reasons outside of Open Enrollment in which you can change your benefits. If you experience a qualifying event, indicate by following the steps below.

1. Select the **Life or family change**, then select reason for change, and then enter date of reason.



Before you making changes to your benefits you will be prompted to enter all dependents you wish to cover on any of the University's benefit plans.

1. Select **Add Dependents** to add a spouse or child(ren). If you do not have any dependents, select **Next**.



**NOTE: Do not use the back button in your browser. It is best to use the previous button within the platform.**

2. Enter all required dependent information and click **Save**. Please note that for ACA tracking all SSNs should be provided.

3. Select **Add Dependent** to add more individuals or **Next** to move to the next section.

Name	Relationship	Date of Birth	Gender	Actions
Untamable Cat	Child	11/11/2011	Male	Actions -

Make changes to the benefits that are impacted by the qualifying life event that you have incurred. Documentation, such as a government issued birth certificate, is required for most qualifying life events. For a list of documents, please visit our website: <http://www.northwestern.edu/hr/policies-forms/how-do-i/verify-dependents.html>.

1. You will be provided with a list of benefits for which you are eligible to make changes. Click on **the check box** next to the name of the dependent you want to add for each benefit. for the benefits that require updating due to the life event. You do not need to do anything for benefits that will not be changed.

The screenshot shows a benefit update interface. At the top, it says "You may want to update these benefits". Below this, there is a card for "Update your Medical coverage" (Value PPO 2022) with a price of \$186.00 per month. The card includes details: Offered By: Blue Cross Blue Shield of Illinois, Effective Date: 01/01/2021, and Persons Covered: You (checked), Spouse (checked), and Child (unchecked). A box with the number "1" and an arrow points to the "Child" checkbox. Below the card, there is a light blue box with two bullet points: "Documentation may be requested." and "A copy of the birth certificate is required to make this change. The footprints received from the hospital can be used temporarily until you receive the government official birth certificate." At the bottom of the card, there are buttons for "Edit coverage" and "Show Plan Details".

2. When you have updated all of your benefits select Save changes at the bottom of the screen.

The screenshot shows the bottom of the screen with two buttons: "Save changes" and "Cancel". A box with the number "2" and an arrow points to the "Save changes" button.

## Health Savings Plan

If you elected to participate in the Value PPO Health Plan you are eligible for the Health Savings Account (HSA). If you did not select the Value PPO then [skip this page](#).

Northwestern University offers matching funds up to \$700 for a single participant or \$1,400 for a family.

To enroll/change the HSA:

1. Click on **Select Plan**. To decline enrollment select **Decline Coverage**.

3. A summary will appear that shows how much you will contribute and how much the University will contribute. Note occasionally all contributions cannot be made evenly from all checks so one check will have a different amount.

Amount	Frequency	Date	Description	Actions
\$200.00	☑	06/20/2017 - 12/31/2017	Employee engaging contribution	Actions
\$200.00	☑		Employer match	

2. Enter the amount you wish to have deducted from each remaining paycheck for the year. This amount should not include what you plan on receiving from the University Match. Click **Next**.

**Example: Seven paychecks remaining and you want to receive full Single Match of \$700:**  
**Employee amount per pay = \$100 Total = \$1,400**

4. Finally, read the acknowledgement, select **I Agree**, then click **Next**.

**Acknowledgement and Agreement**

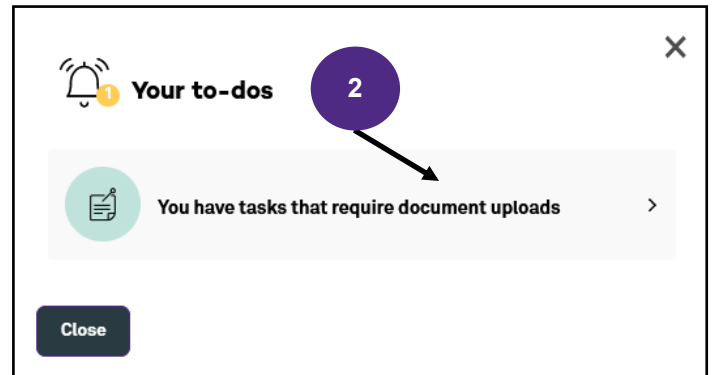
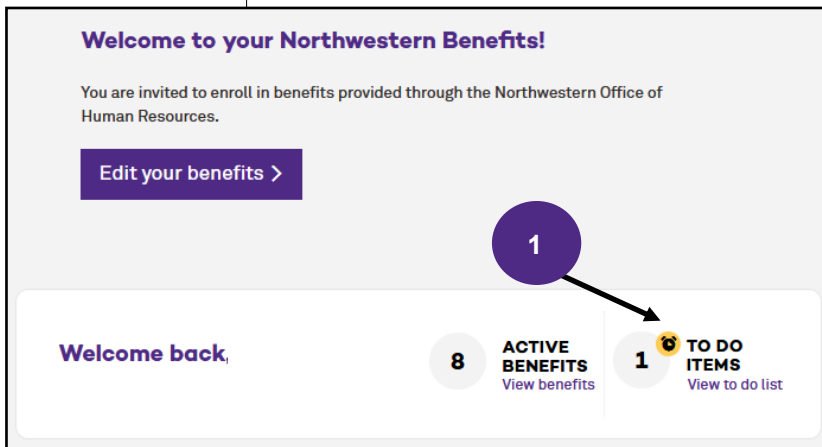
- I am not enrolled in Medicare
- I cannot be claimed as a dependent on another person's tax return
- I understand that if my spouse is enrolled in a Health FSA I am not eligible to contribute to an HSA
- I understand that my contribution cannot be effective prior to my HDHP coverage date
- I do not have a balance in a health care flexible spending account.

I agree

## Uploading Documentation

1. Select **To Do Items** from the left-hand menu.

2. Then select the task.



3. Select **Add document**



4. Finally, type the name of the document, select the type from the drop down menu and select Save Document.

