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.

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.

What's Inside

If you have questions or need help completing Benefits Enrollment …

Multifactor Authentication Issues

IT Help Desk: 847-491-4357

consultant@northwestern.edu

Net ID Issues

myHR Help Desk: 847-467-4800

myHRhelp@northwestern.edu

General Benefits Questions

Benefits Office: 847-491-7513

benefits@northwestern.edu

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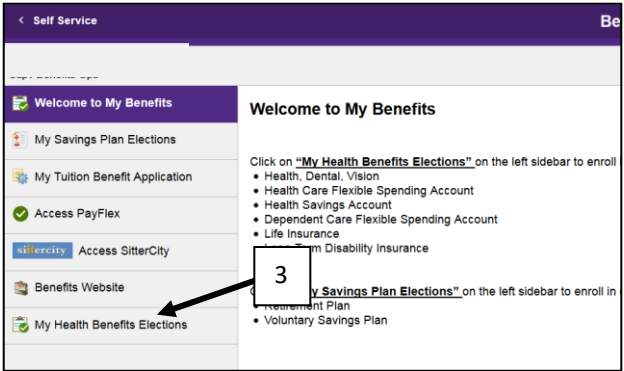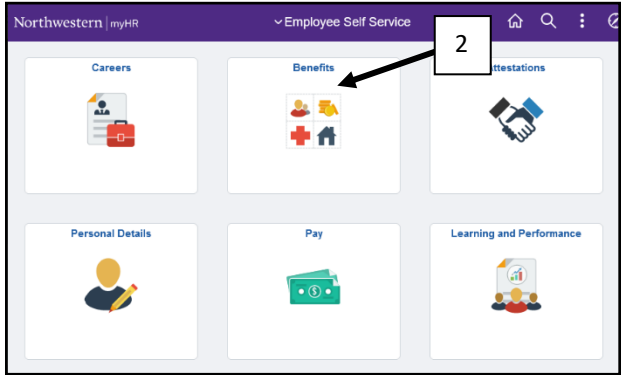
NOTE: Do not use the back button in your browser. It is best to use the previous button within the platform.
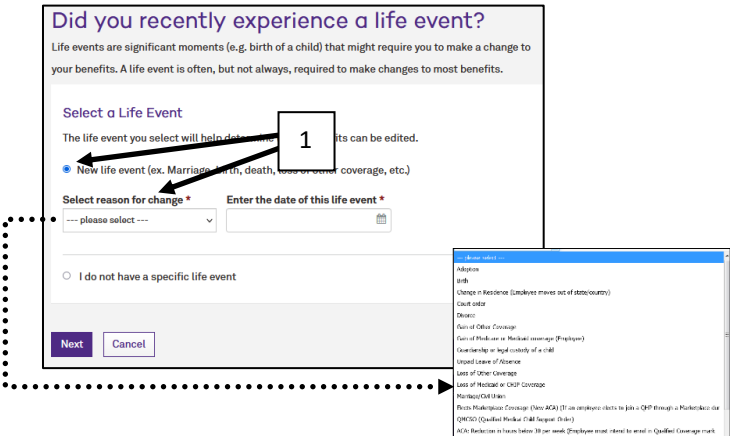

4. Select **Edit your benefits** from the center of the page.
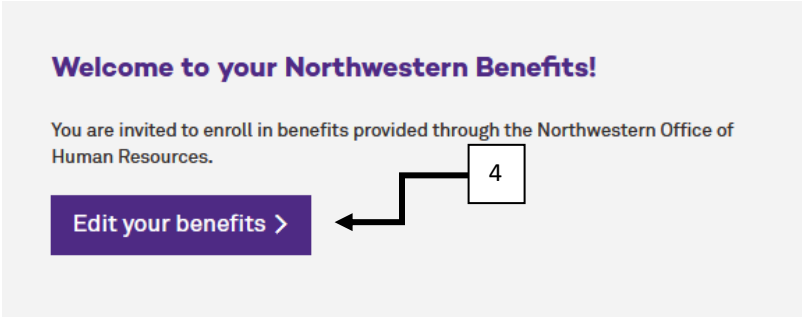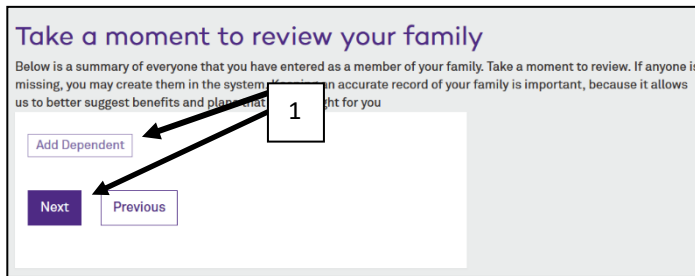

Select Change Reason

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**.

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.

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.

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

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**.

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

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.

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

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

2. Then select the task.

Welcome to your Northwestern Benefits!

You are invited to enroll in benefits provided through the Northwestern Office of Human Resources.

Edit your benefits >

1

Welcome back,

8 ACTIVE BENEFITS
View benefits

1 TO DO ITEMS
View to do list

2

Your to-dos

You have tasks that require document uploads   >

Close

3. Select **Add document**

3

Document needed

Add document to verify test (child) is your dependent.

Why it's needed   Important info

Add document

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

Document name

Type of document

Who this document is for

test ✓

4

Save document   Cancel