

Removing Tobacco Surcharge

Follow these instructions to remove the Tobacco Surcharge during Open Enrollment. You can make other enrollments to your benefits before you confirm your benefits, but this guide only outlines steps to remove the surcharge.

1. Login to **myHR** at <https://myhr.northwestern.edu>.
2. Select the **Benefits** tile in myHR Self Service.
3. Select **My Health Benefits Elections** from the left-hand menu. You will need to disable your [pop-up blockers](#) if you have them turned on.

The screenshot shows the myHR Self Service interface. On the left, there is a grid of tiles for various services: Careers, Personal Details, Benefits (highlighted with a purple circle and arrow labeled '2'), Pay, Attestations, and Learning and Performance. On the right, the 'Employee Self Service' page is displayed, featuring a 'Welcome to myHR Benefits' header and a list of menu items. The 'My Health Benefits Elections' item is highlighted with a purple circle and arrow labeled '3'. Other menu items include Postdoctoral Trainee Benefits, My Tuition Benefit Application, Access PayFlex, Benefits Website, and My Savings Plan Elections.

4. Select **Get started** or **Begin open enrollment** from the center of the page.

The screenshot shows the 'Welcome to your Northwestern Benefits!' page. At the top, there is a 'Get started >' button highlighted with a purple circle and arrow labeled '4'. Below this, the page displays a personalized welcome message for Adam, dated Wednesday, October 2 at 1:56 PM CDT. To the right, there are three summary cards: '19 DAYS LEFT TO ELECT BENEFITS' with a 'Begin open enrollment' link, '1 TO DO ITEMS' with a 'View to do list' link, and '11 ACTIVE BENEFITS' with a 'View benefits' link. At the bottom, there is a navigation bar with five options: 'Begin open enrollment' (highlighted with a purple circle and arrow labeled '4'), 'Change your current benefits', 'Print your benefits', 'Edit your HSA contribution', and 'Manage your beneficiaries'.

5. Review/add/update dependents covered on any plans in 2025. Then select **Next**.

Before you enroll in benefits

Do you need to add any dependents to your profile?

Note: You'll also be able to add dependents and select who you want to cover when you enroll in or edit your benefits.

To add a dependent, click 'Create dependent profile'

Name	Relationship	Date of Birth	Gender	Action
Wilma Wildcat	Spouse	6/13/1962	Female	Edit
William Wildcat	Child	5/3/2022	Male	Edit

Create dependent profile

Next Previous

6. Under your Medical plan election, you will see the Tobacco Surcharge. Click **Begin Enrollment**.

Now it's time to decide on your core benefits.

Medical
Helps cover the cost of medical and surgical expenses.
You had this benefit last year

Value PPO
Effective 01/01/2025
Show plan details Compare to this year's plan
Edit coverage Decline

Tobacco Surcharge
This surcharge is applied if any covered employee, spouse/partner, and/or dependent used tobacco products in the past six months.
Available for selection year-round

Decision required
Would you like Tobacco Surcharge coverage?
Begin enrollment

7. Select **Non-tobacco User** then select **Next**.

Choose your Tobacco Surcharge plan.

Please choose your coverage level and select your plan.

Tobacco Surcharge 2025

Coverage amount

Tobacco User

Non-tobacco User

✓ Currently Selected

Please Note:
This benefit cannot be declined.

Next Previous Cancel

8. Select **Save** to save your health elections.

Health 2025 Summary

Your Health 2025 benefit summary is shown below. To make changes, click Edit. Please note that your benefits have not been saved. You must click Save to complete the section.

Medical Value PPO

Offered By: Blue Cross Blue Shield of Illinois
Effective Date: 01/01/2025
You Pay: \$308.00 per month
Persons Covered:

Additional Information
Show details ▾

Edit coverage Edit plan Plan details

Tobacco Surcharge
Tobacco Surcharge
Offered By: Other

Save Cancel

9. Click **Confirm your benefits.**

Now it's time to decide on your core benefits.

Medical
Helps cover the cost of medical and surgical expenses.
You had this benefit last year

Value PPO 2025
Effective 01/01/2025
Show plan details Compare to this year's plan
Edit coverage Decline

Tobacco Surcharge
Helps you save for retirement and your future.
Available for selection year-round

Tobacco Surcharge 2025
Covers you
Effective 01/01/2025

Confirm your benefits Cancel and return home

10. Select **Benefit Summary Report** to save a PDF of your health elections.

Congratulations you have finished selecting your benefits!

Medical
Value PPO 2025
You, +1 dependent

Tobacco Surcharge
Tobacco Surcharge 2025

Dental
BCBSIL Dental PPO 2025
You, +1 dependent

Vision
Vision 2025
Just You

Show all 9 of my benefits

Helpful things to do right now

Write down your confirmation number:
14438665092-ds3f4s

Review and print a copy of your Benefit Summary Report

Continue to next page
View and edit all benefits