Enrolling in Benefits

Once you become eligible for the benefit plans offered by your employer, ExponentHR will send you a notification giving you the option to enroll in the benefit plans you are eligible for at that time. These first-time elections can be made through the New Enrollment feature on ExponentHR.

Which Plans am I Eligible to Enroll in?

NAVIGATE: Benefits > New Enrollment

- The New Enrollment feature will display all the plans that you are eligible to enroll in and the deadline to submit your elections.

New Enrollment   View / Change Elections

Plans Available For New Enrollment		
Benefit Type	**Eligibility Date**	**Status**
Medical	4/26/2019	Available for Enrollment
Dental	5/1/2019	Available for Enrollment
Vision	4/26/2019	Available for Enrollment
Basic Life	4/26/2019	Auto-Enroll Complete

Note: If your company offers auto enroll plans, those will be called out on the page.

How Do I Enroll in Benefit Plans for the First Time?

NAVIGATE: Benefits > New Enrollment

- You will be directed to the New Enrollment Wizard that will walk you through the four steps to enroll in benefits.
- Click the **View/Change Elections** button in the top right-hand corner to start the New Enrollment Wizard.
- Once you are in the wizard, it presents your name, effective date as well as the steps you will take to complete the process.
- Click **Next** to get started.

First Step: Dependent Changes

- This section allows you to add your dependents.
- Click the **Add Dependent** button ⊕ Add Dependent fill out the form and click Save.
- Repeat the process for all dependents and then click Next.

New Enrollment Wizard

Employee: YOUNT, BOB A

Effective Date: 5/1/2019 📅

NEW ENROLLMENT ELECTIONS SUMMARY

Once all selections are complete, all requested changes will be itemized on the Summary screen. The system will prompt you to re-verify the changes and submit the request for processing. Contact an HR representative for more details.

- ⊘ Dependent Changes
- ⊘ Change Current Year Elections
- ⊘ Validate Current Year Elections
- ⊙ New Enrollment Elections Summary

Second Step: Change Current Year Elections

- After clicking **Next** on the New Enrollment Wizard page, the system will walk you through the process to make your elections for each plan type you are eligible for. As stated previously, if there is an auto-enroll plan that will be done automatically.
- When you have made your selection on a plan type make sure to click **Save and Continue** to keep moving through the process.
- If at any point you need to leave the wizard, Click **Exit to Summary**.
- At the end of this step you will be presented a Summary of the elections.

Third Step: Validate Current Year Elections

- This page presents you with Enrollment Diagnostics as well as your plan elections. If the everything looks correct, please click **Next**.

Note: If the Enrollment Diagnostics call out missing beneficiaries, please go back and provide the information.

Final Step: New Enrollment Elections Summary

- The final page gives you a complete summary of all the steps you have taken from adding dependents, answering eligibility responses, and the plan changes.
- Make sure to Click **Submit** so your Benefits Administrator can review your elections.

How Can I Get Additional Help?

If you need further assistance with any part of ExponentHR, contact the ExponentHR Customer Support at (866) 612-3200 or support@exponenthr.com.