Enrolling in Benefits

Before the start of a benefit plan year, an Open Enrollment period occurs, where each eligible employee is provided the opportunity to make any election updates in the various types of benefit plans available.

How Can I Access My Open Enrollment?

NAVIGATE: Benefits > Open Enrollment

- On the Open Enrollment page, click the corresponding **Edit** button next to the benefit type for which you want to elect coverage.
- For Medical/Dental/Vision click the radio button next to the desired plan name to elect or select the waive coverage option.
- Click the check box next to each dependent to be enrolled in this plan.
- Click the **Save** button to record your election.

Note: If an employee is newly eligible for benefits prior to the start of the next plan year, the employee should proceed with making benefit elections through *both* the New Enrollment feature (to obtain coverage for remainder of current benefit plan year) and then the Open Enrollment feature (to ensure a continuance of coverage into the next benefit plan year).

Personal View > Benefits > Open Enrollment

Open Enrollment ⊙   Print   Submit

Open Enrollment Ends: 12/30/2019

Show Cost As: ⦿ Per Paycheck   ○ Per Month   ○ Per Year

Open Enrollment Election Summary

Benefit Type	Selected Plan	Plan Year	Coverage Type	Effective Date	Employee Cost	Company Contribution
Opt out	No Election	2020				
Medical	Blue Cross Blue Shield Buy-Up HDHP Plan	2020	Employee	1/1/2020	$ 43.00	$ 145.24
HSA	First Bank HSA Plan	2020	Employee Only	1/1/2020	$ 0.00	(varies)
Dental	National Dental	2020	Employee + Children	1/1/2020	Employer Paid	$ 33.20
Vision	No Election	2020				
Basic Life	UniLife Life/AD&D Insurance	2020	Employee	1/1/2020	Employer Paid	$ 2.47
Supplemental Life	No Election	2020				
LTD	UniLife Long Term Disability	2020	Employee	1/1/2020	Employer Paid	$ 2.63
STD	UniLife Short Term Disability	2020	Employee	1/1/2020	Employer Paid	$ 4.60
FSA Medical	No Election	2020				
FSA Dependent Care	No Election	2020				
Total Benefit Deductions/Contributions:					$ 43.00	$ 188.14

How Can I Add a Dependent?

NAVIGATE: Benefits > Dependent Information

- Click the **Add Dependent** icon. ⊕ Add Dependent
- Fill in the dependent information
- Click **Save** when done entering dependent information and repeat if necessary.

How Can I Edit Dependent Information?

NAVIGATE: Benefits > Dependent Information

- Click the corresponding **Edit** icon next to the dependent you want to change.
- Enter in the updated dependent information.
- Click the **Save** button.

How Can I Enroll in an HSA Plan?

NAVIGATE: Benefits > Open Enrollment

- If you enroll in a HDHP medical plan, you will be eligible to contribute to the corresponding HSA plan. The system will prompt you to enter in an annual amount that does not exceed the maximum amount allowed.
- You may need to contact your HR department to setup your HSA account.
  Note: HSA elections can be changed at any point during the year via Life Event.

How Can I Name a Beneficiary for my Basic Life Plan?

NAVIGATE: Benefits > Open Enrollment > Select Plan to add Beneficiary

- Click the corresponding **Edit** Icon next to the plan.
- Click the **View** Icon next to the name of the individual who you want to add a beneficiary for.
- Click the plus sign next to **Add Primary Beneficiary**.
- Select an existing dependent or add a new beneficiary and then click the **Add Beneficiaries to Plan** button.
- Allocate the benefit distribution and click the **Save Beneficiary %** button.

Note: You must identify a beneficiary for your Basic Life plan and the total percentage of all allocations must equal 100%.

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.