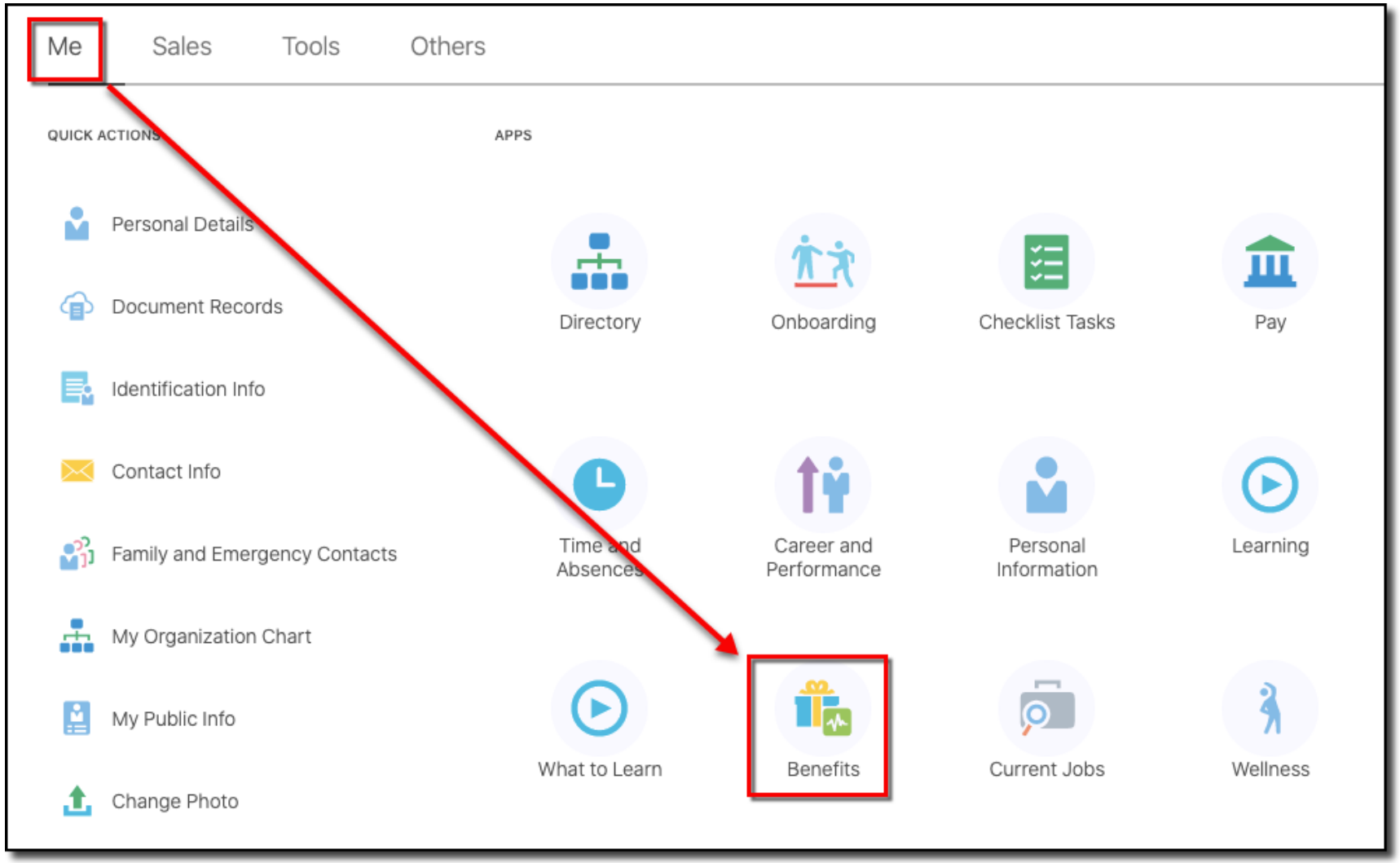
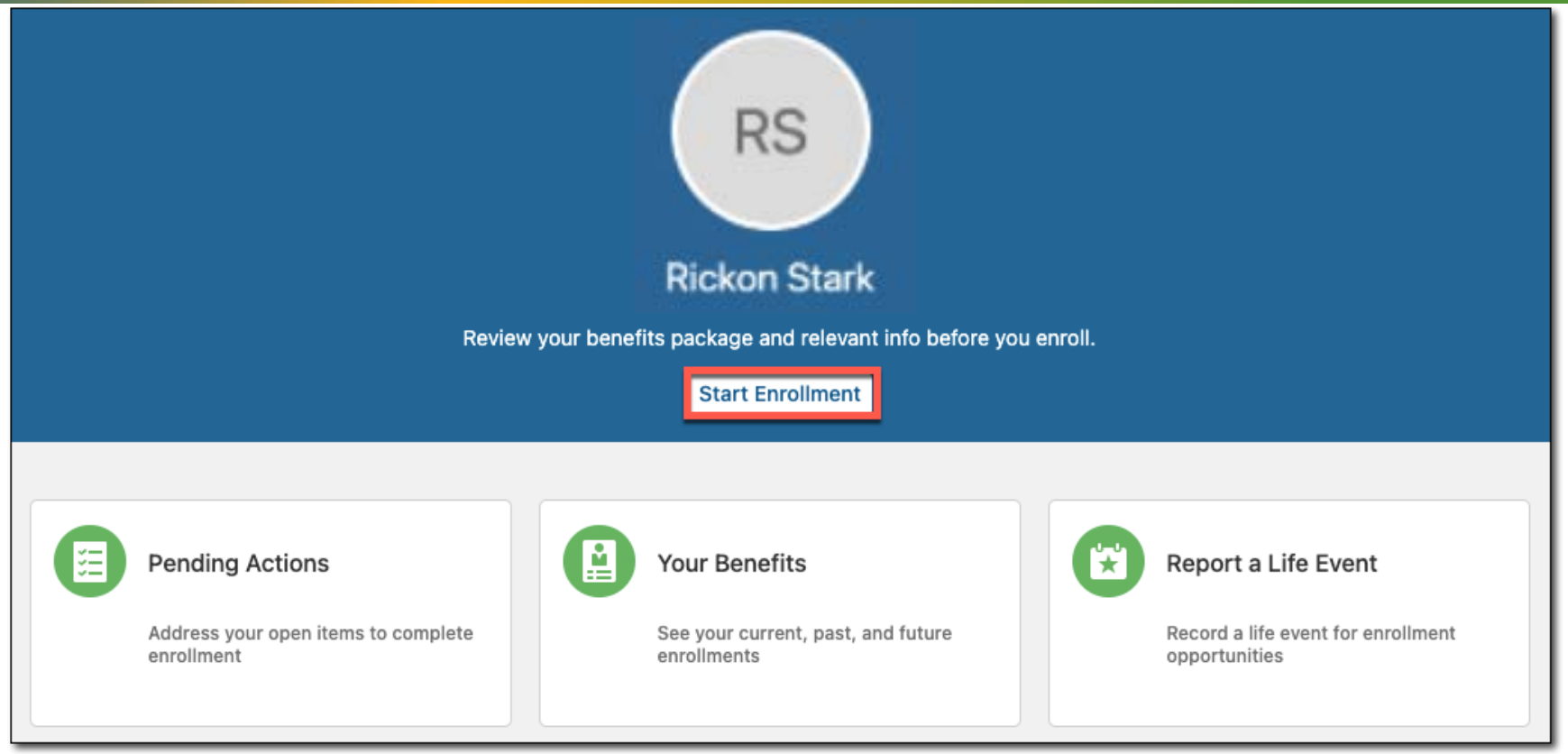
ESS – Enrolling in Benefits

1. Select **Me** to display your employee functions.
2. Select **Personal Information**
3. Select **Personal Details** and make sure your gender at birth is entered
4. Click the **Benefits** icon.



ESS – Enrolling in Benefits

3. To initiate your benefit selections as a new employee or for open enrollment, click **Start Enrollment OR Make Changes**



If you have previously enrolled you will see Make Changes instead of Start Enrollment as shown below

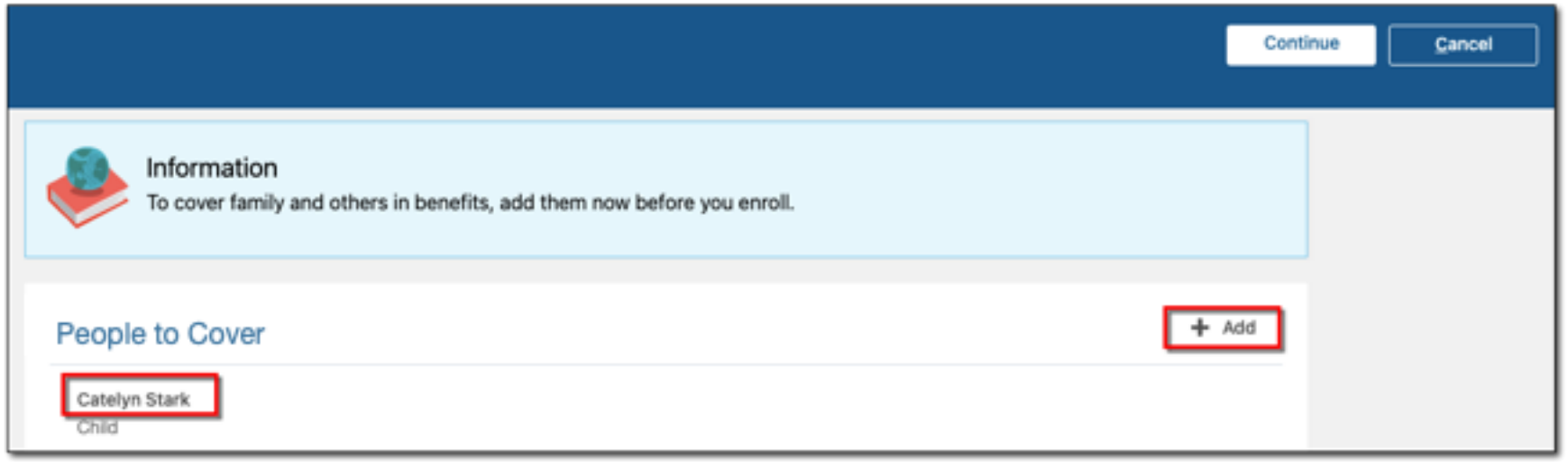
ESS – Enrolling in Benefits

Note: Before making your selections, you can edit or add dependents and beneficiaries.

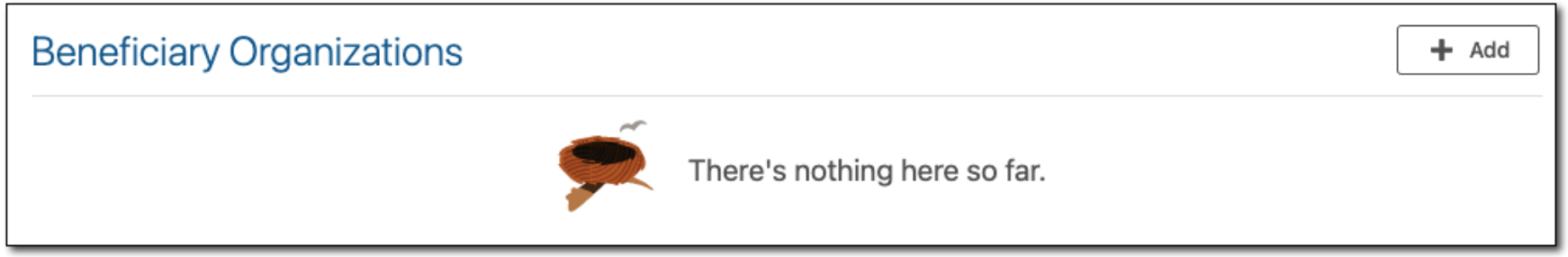
Be sure to add or update all dependents and beneficiaries **before** you continue with your enrollment selections.

4. To edit an existing person, click their **name**.

5. To add, click the **Add** button.



Note: If desired, an organization can be designated as a beneficiary in lieu of a person.



ESS – Enrolling in Benefits

6. To edit a person, click the **Pencil** icon for the desired section.

7. Update all relevant fields.

8. When finished, click **Submit**.

Note: When establishing a new relationship, enter the one of the following dates as it applies to you:
- Current open enrollment date
- New hire date

The Relationship date cannot be a future date.

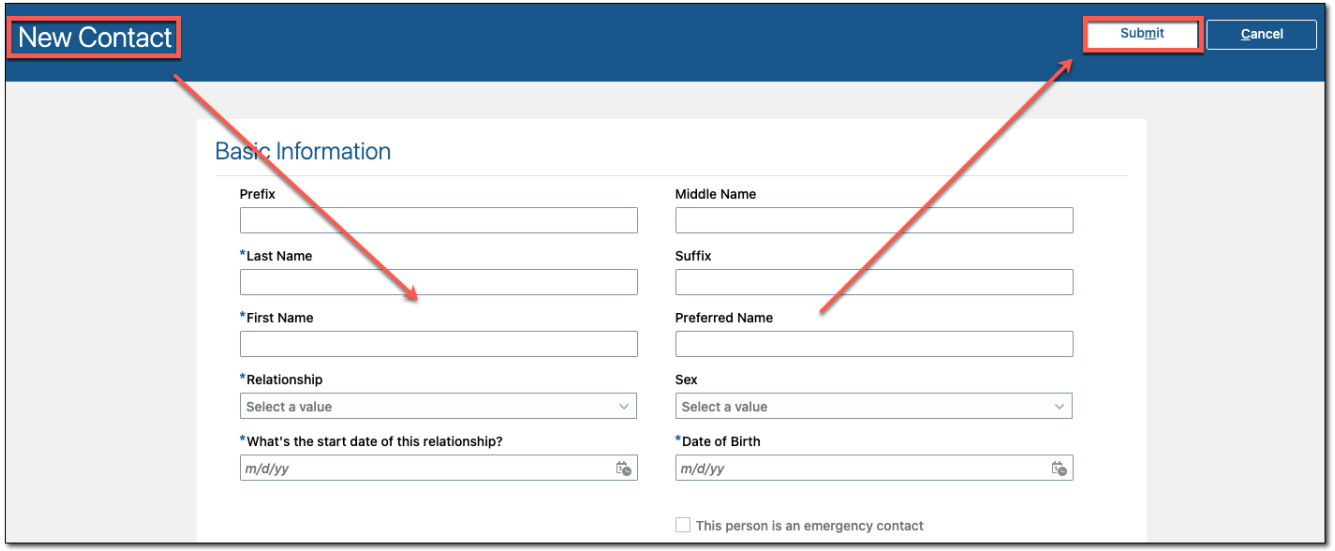
9. To **add** a person, enter the person's information.

Note: Required fields are indicated with a blue asterisk.

10. Be sure to enter details for all sections on the page.

11. When finished, click **Submit.**

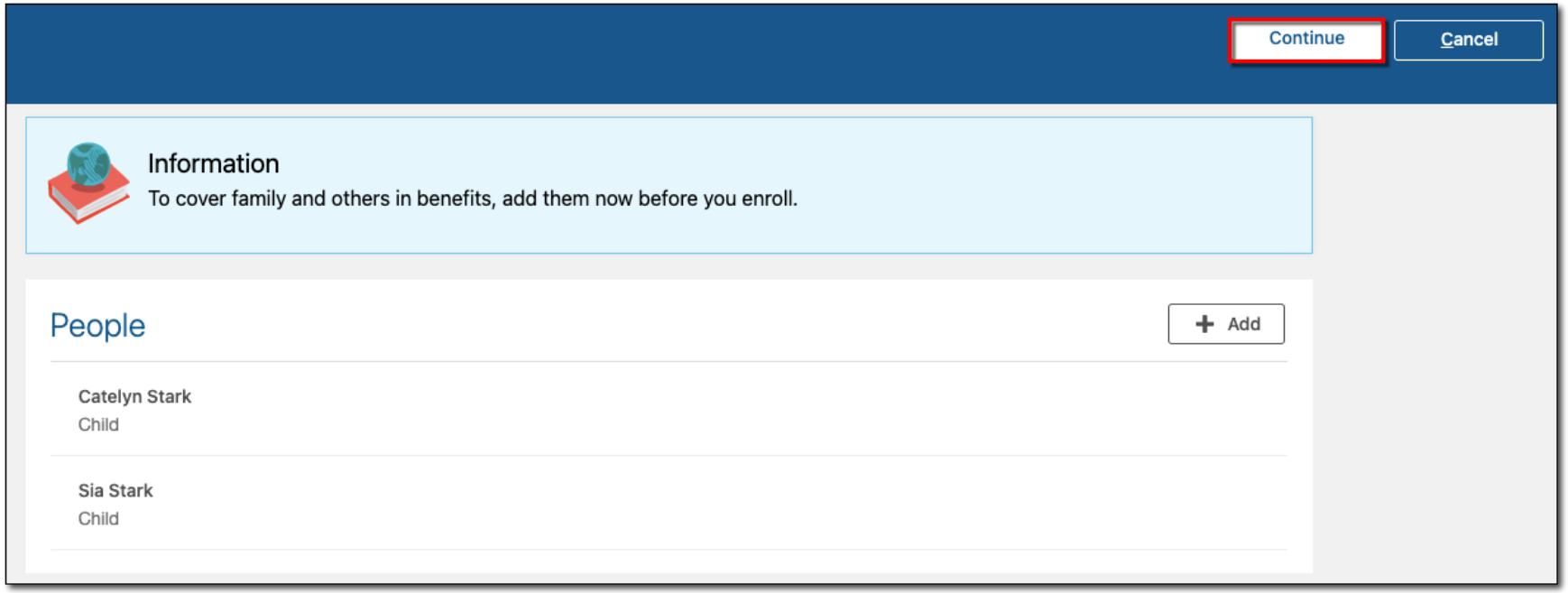
Note: Even though it is not a required field, gender at birth must be entered for all dependents that are to be covered by insurance



ESS – Enrolling in Benefits

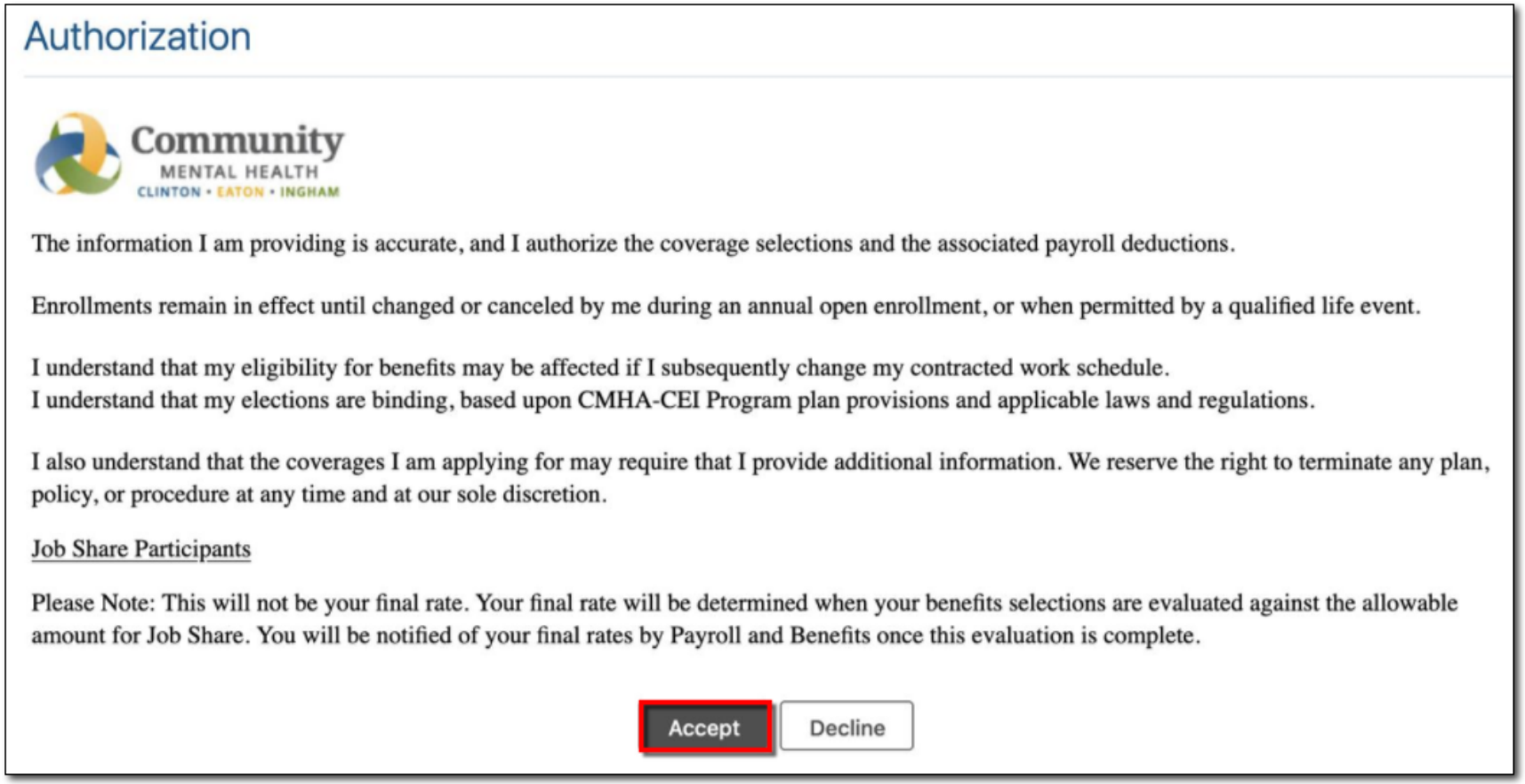
12. If applicable, click **Add** again to enter additional people to cover or edit other people.

13. When finished, click **Continue**.



ESS – Enrolling in Benefits

14. Read the **Authorization** statement and click **Accept** to continue.

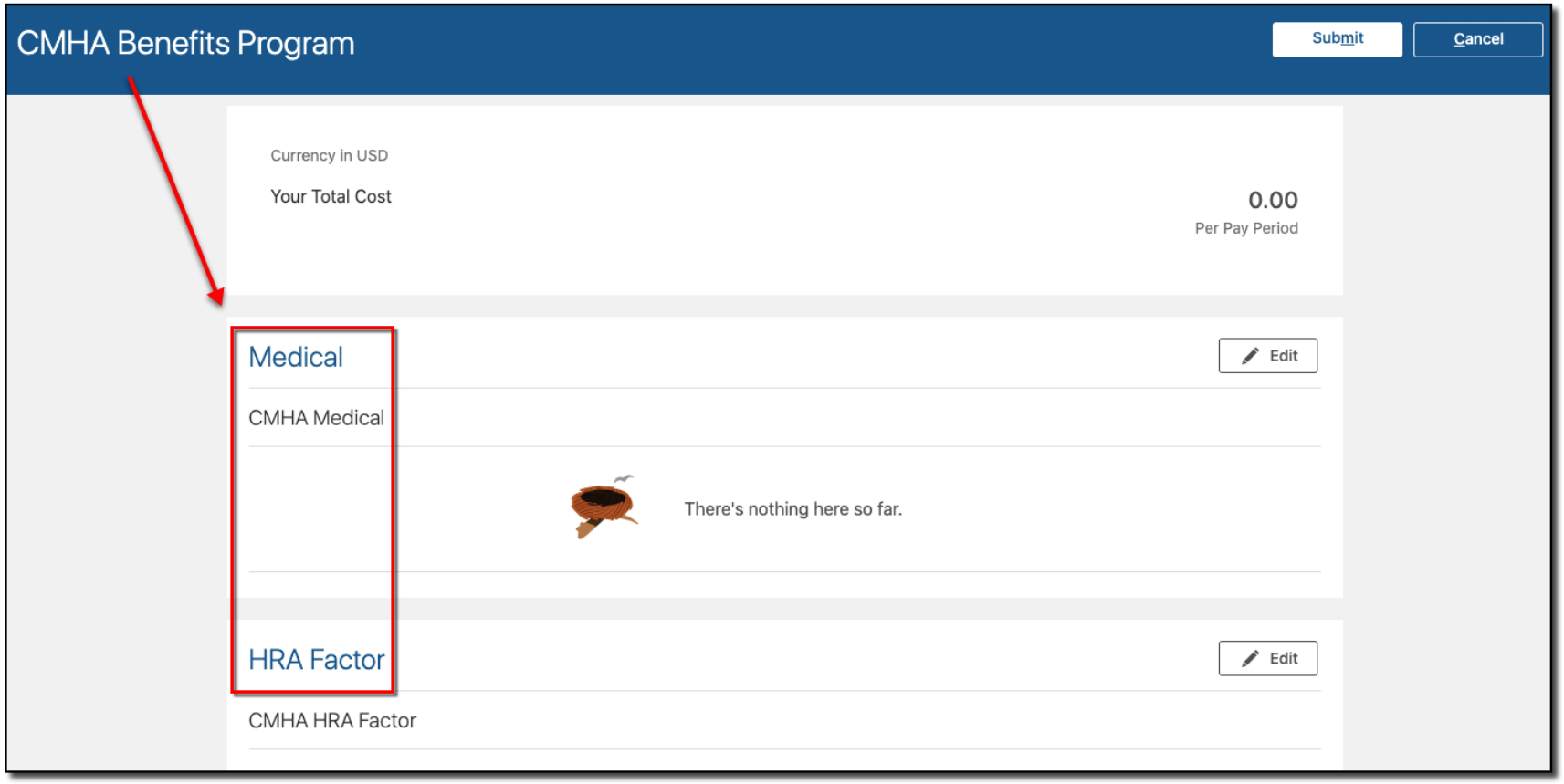


ESS – Enrolling in Benefits

Note: Each benefit plan that you are eligible for will be displayed on the **CMHA Benefits Program** page.

Note: Even if the plans change or are different than what you see in this guide, the steps to complete the enrollment remain the same.

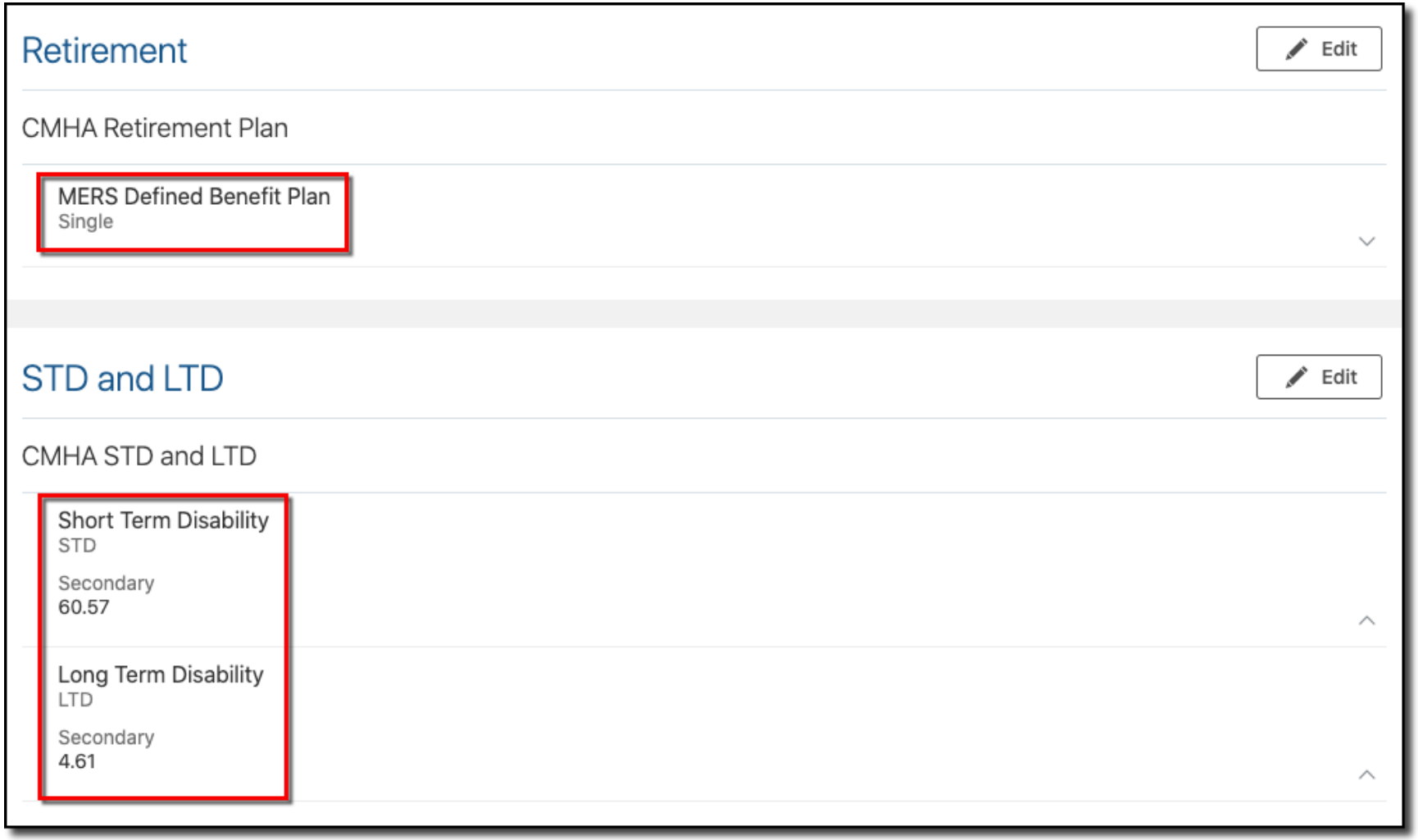
Review each section carefully and make your selections.



ESS – Enrolling in Benefits

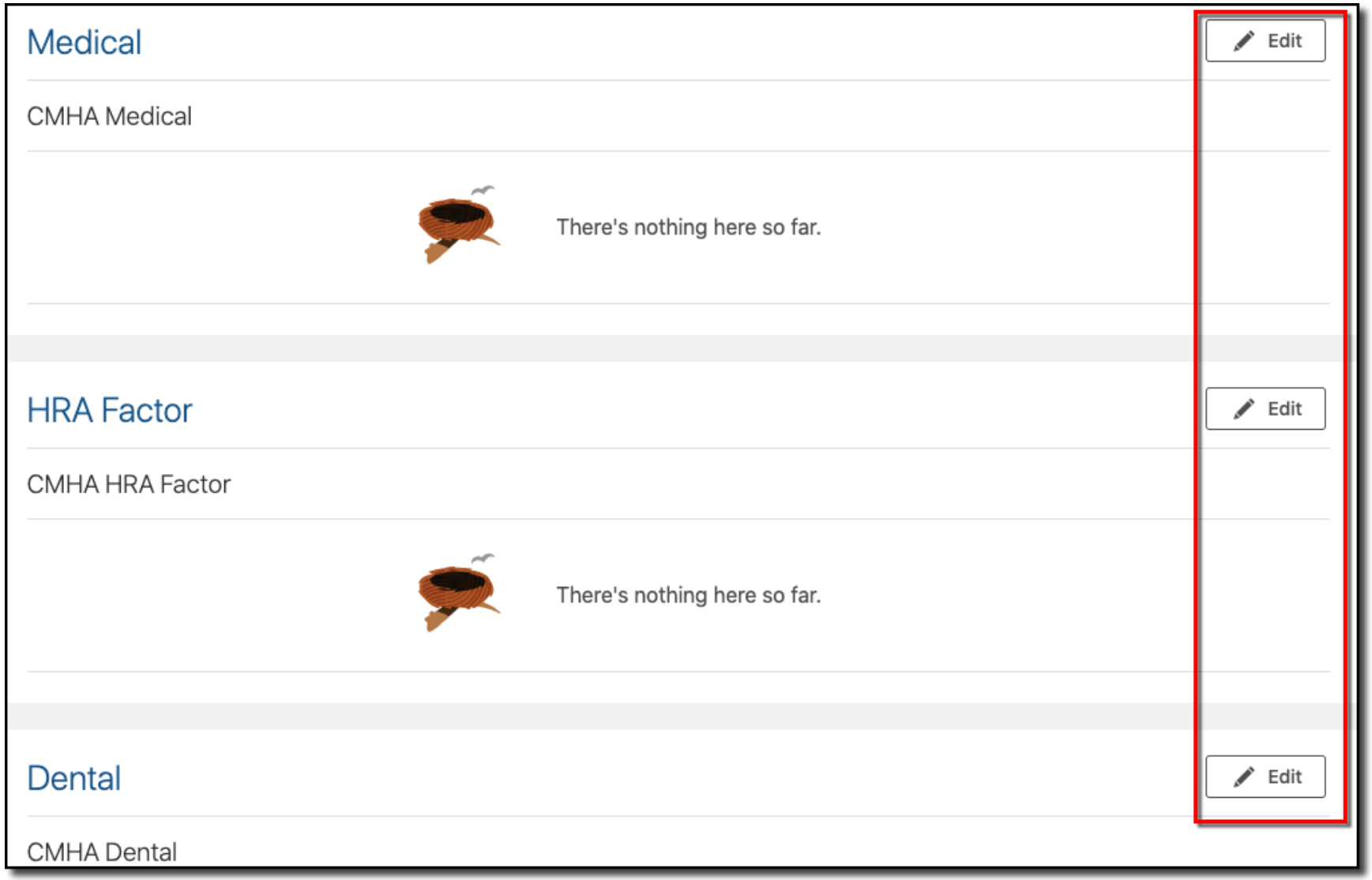
Note: Connect automatically enrolls employees into certain plans such as MERS, Basic Life, AD&D, Short-Term Disability, and Long-Term Disability.

Note: Even if you see the Edit button for these plans, you are not able to enter or edit the selections.



ESS – Enrolling in Benefits

15. Click the **Edit** button to enter your elections for **each of the plans** that require a selection.



ESS – Enrolling in Benefits

Note: It is very important to carefully review the plan information displayed in Connect before you make your selections. There are eligibility rules and validations built into the system that are explained in these sections.

Some plans require specific options to be made.

Valid combinations are highlighted in green and invalid combinations are highlighted in red.

For more information on validations, please review the job aid titled Understanding Open Enrollment & Life Events in Connect.

Medical Plan

The information I am providing is accurate, and I authorize the coverage selections and the associated payroll deductions.

I understand that to maintain the Medical plan, I must report any changes to myself or my dependents status annually. Enrollments remain in effect until changed or canceled by me during an annual open enrollment, or when permitted by a qualified life event.

I understand that my eligibility for benefits may be affected if I subsequently change my contracted work schedule. I understand that my elections are binding, based upon CMHA-CEI Program plan provisions and applicable laws and regulations.

I also understand that the coverages I am applying for may require that I provide additional information. I agree to complete all required information for enrollment in the below benefits plan and understand that my failure to provide required information will result in my enrollment being rejected at which time I will not be eligible to participate in this benefit until a qualifying life event (if applicable) or open enrollment from the next year occurs.

Medical Plan Waiver and Opt - Out

I understand that to maintain the Opt-Out, I must re-enroll each year. Enrollments remain in effect until changed or canceled by me during an annual open enrollment, or when permitted by a qualified life event.

I understand that to maintain participation in the CMHA buyout/buydown , I must report any changes to myself or my dependents status annually.

I request to decline coverage through CMHA group health plan for the calendar year and elect to receive the Opt-out payment due to being enrolled in other health care coverage. I certify that I and all other members of my expected tax family, if any, have or will have minimum essential coverage during the plan year.

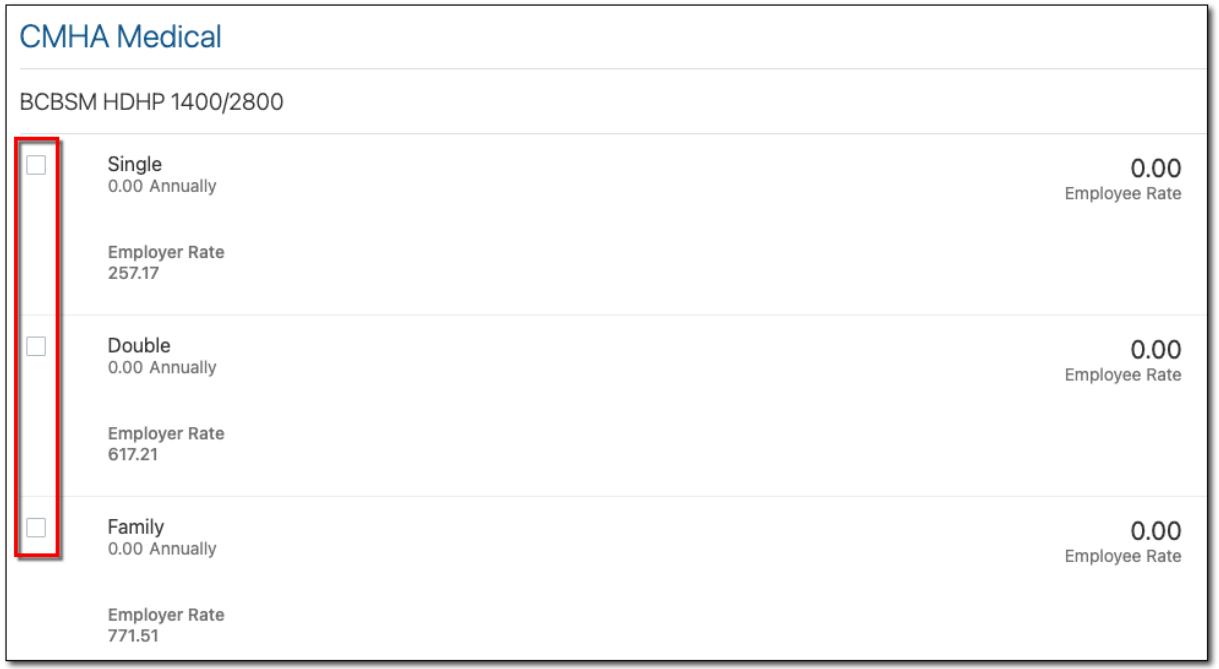
CMHA will deposit the amount elected on the second pay of every month and I agree to accept this deposit as ordinary income. I further understand, CMHA reserves the right to recoup any Opt-Out payment amounts received by fraud or deceit.

I also understand that the coverages I am applying for may require that I provide additional information. I agree to complete all required information for enrollment in the below benefits plan and understand that my failure to provide required information will result in my enrollment being rejected.

OEI (Other Eligible Individual) Validations with Medical			
BCBSM HDHP 1400/2800 Double	**BCBSM HRA 1B 250/500 Double**	**BCBSM HRA 1A Double**	**Medical Plan - Single**
BCBSM HDHP OEI - Single to Double	BCBSM HRA 1B OEI - Single to Double	BCBSM HRA 1A OEI - Single to Double	Not OEI eligible

ESS – Enrolling in Benefits

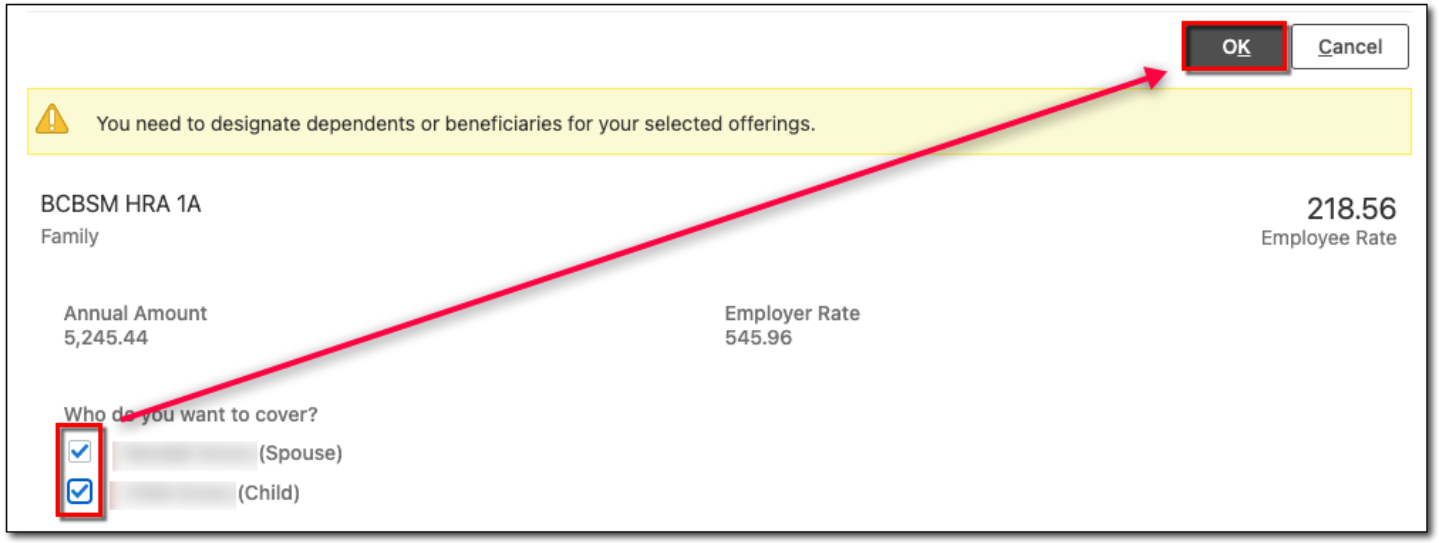
16. Make your plan selection by clicking the desired **checkbox.**



Note: When selecting Double or Family, Connect will require you to enter your dependent(s) for the selected offerings.

17. Select your **Dependent(s)** if applicable.

18. Click **OK**.



ESS – Enrolling in Benefits

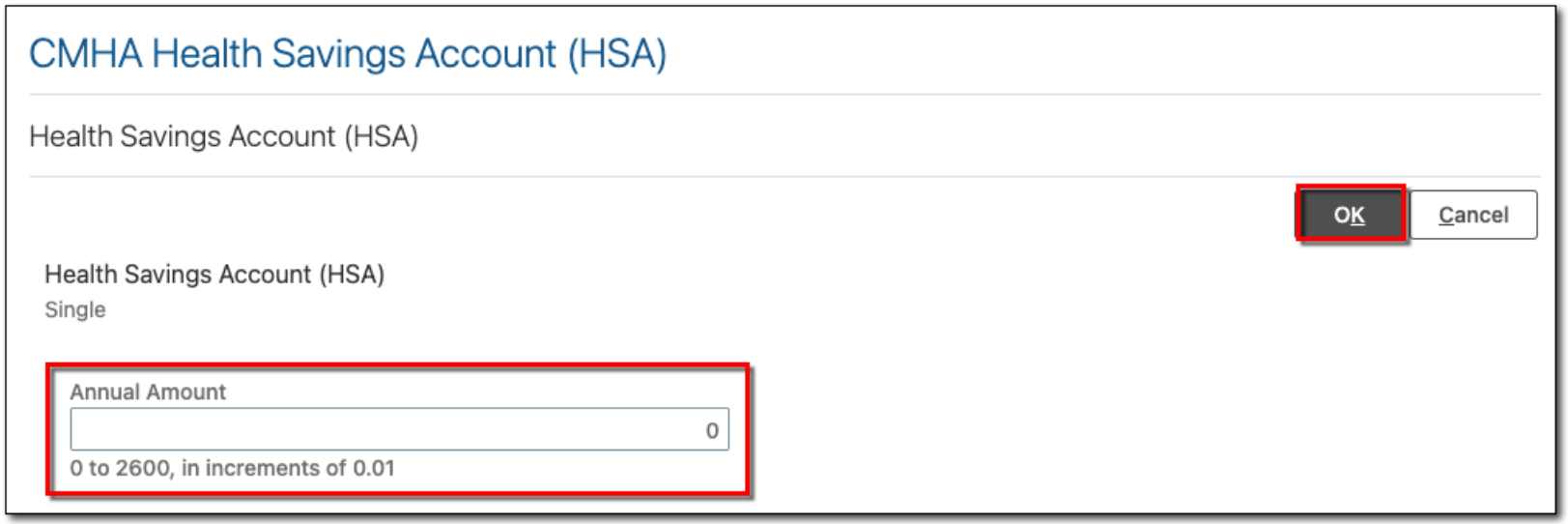
Note: When choosing to contribute to an **HSA** or **FSA**, you must enter your annual contribution amount.

Note: The employee annual contribution limits are displayed under the **Annual Amount** field and are different for Single and Double/Family elections.

19. Enter the **Annual Amount**.

20. Click **OK**.

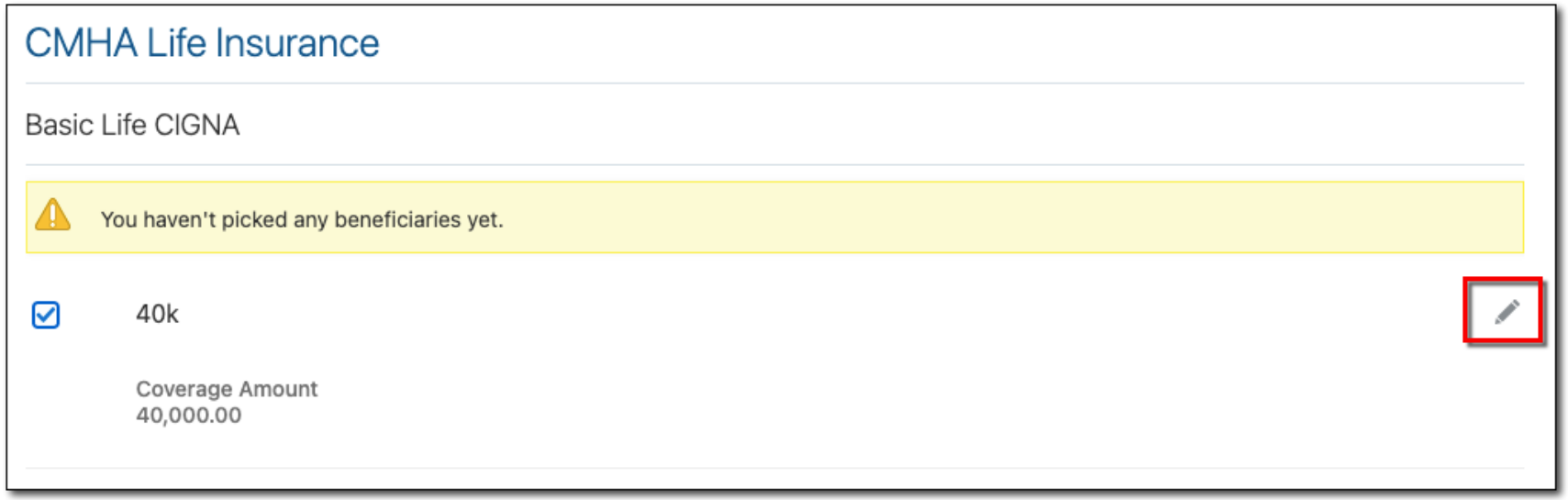
Note: The **Employee Rate** displays your total cost per pay period from the enrollment date to the end of the year.



ESS – Enrolling in Benefits

Note: Be sure to designate beneficiaries for your life insurance plans.

21. Click the **Pencil** icon for the plan option in which the beneficiaries will be added or updated.



ESS – Enrolling in Benefits

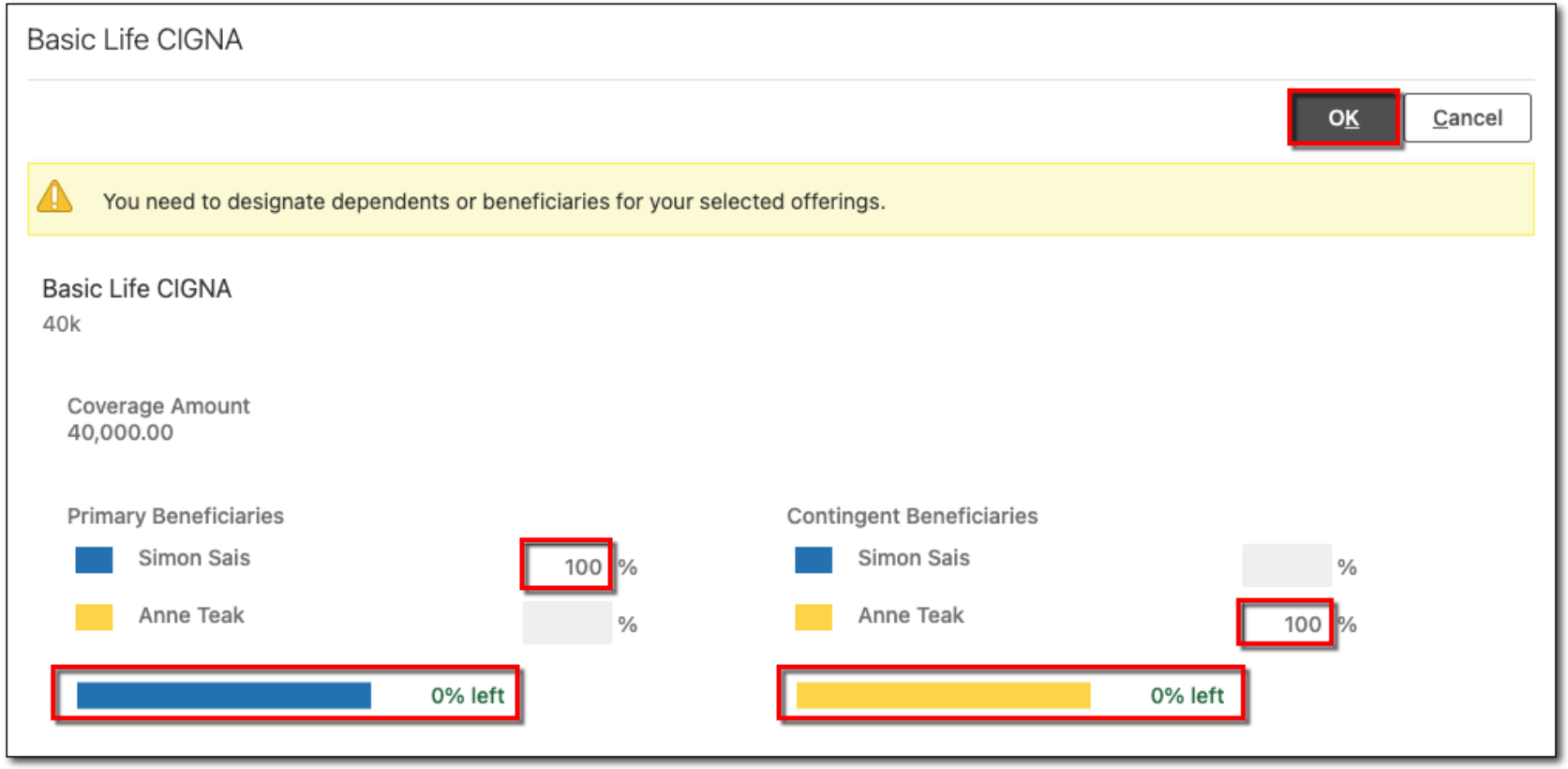
22. Enter the **Percentage** amounts for each primary and contingent beneficiary.

Note: The total percentage amount for all primary beneficiaries must equal 100.

Note: The total percentage amount for all contingent beneficiaries must equal 100 if a contingent beneficiary is entered.

Note: Connect will display the remaining percentage amount for the primary and contingent beneficiaries.

23. When finished, click the **OK** button.



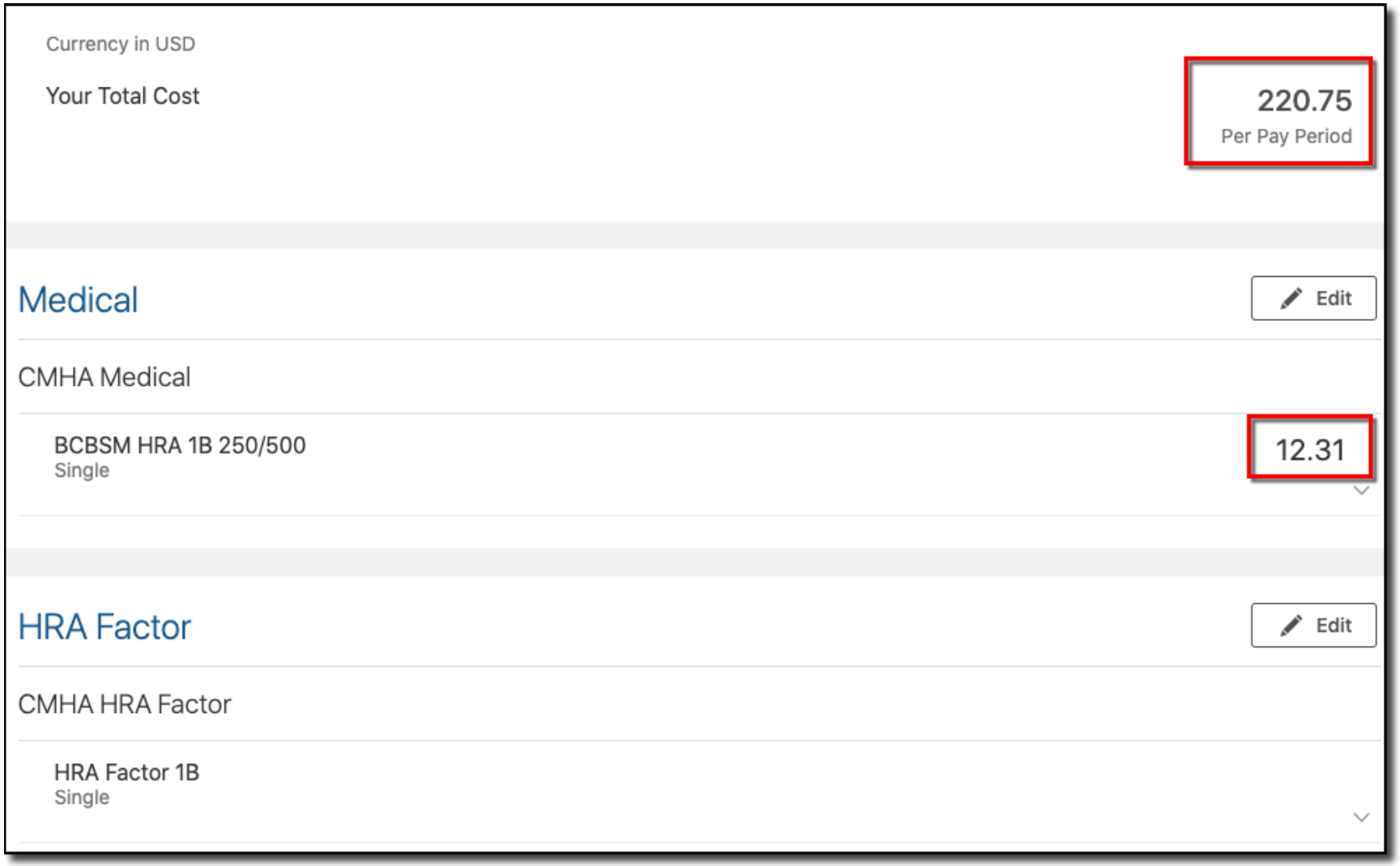
ESS – Enrolling in Benefits

Note: You must click **Waive** for all plans not being selected.

24. When finished, click **Continue**.

ESS – Enrolling in Benefits

Note: As you make your selections, Connect will display the employer and employee cost for each option as well as the total cost to you per pay period.

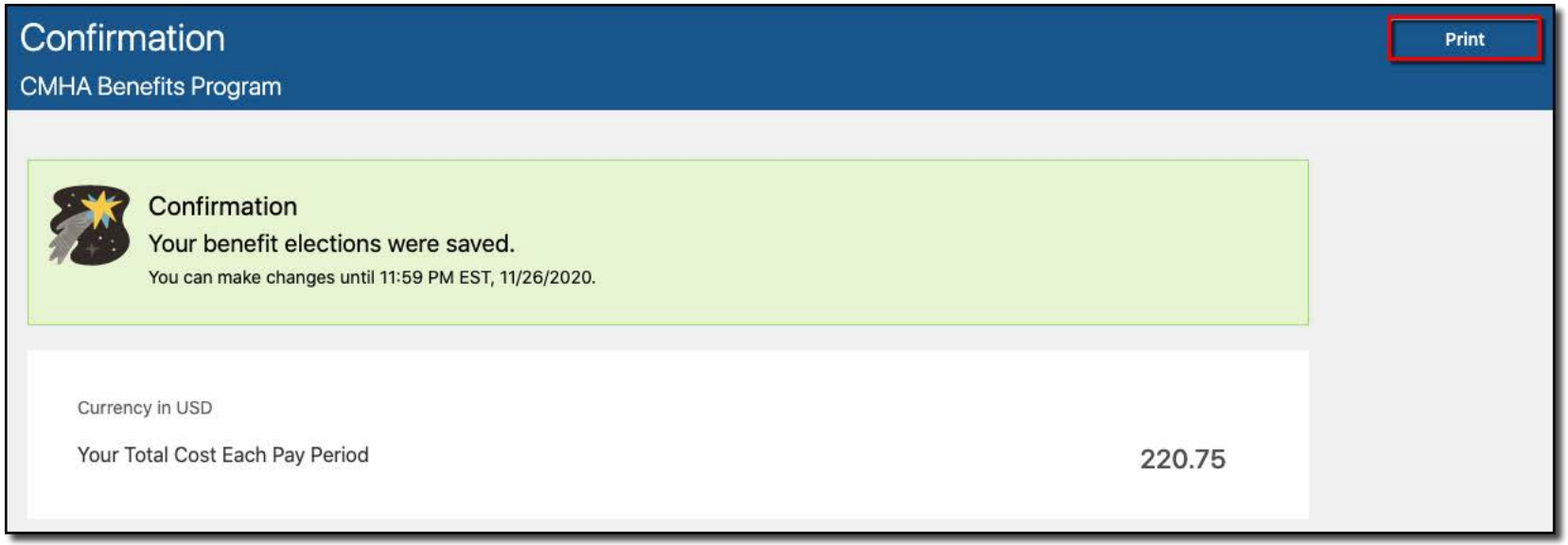


ESS – Enrolling in Benefits

25. After all plan selections have been made, click **Submit.**

Note: A notification appears indicating your benefit selections were saved.

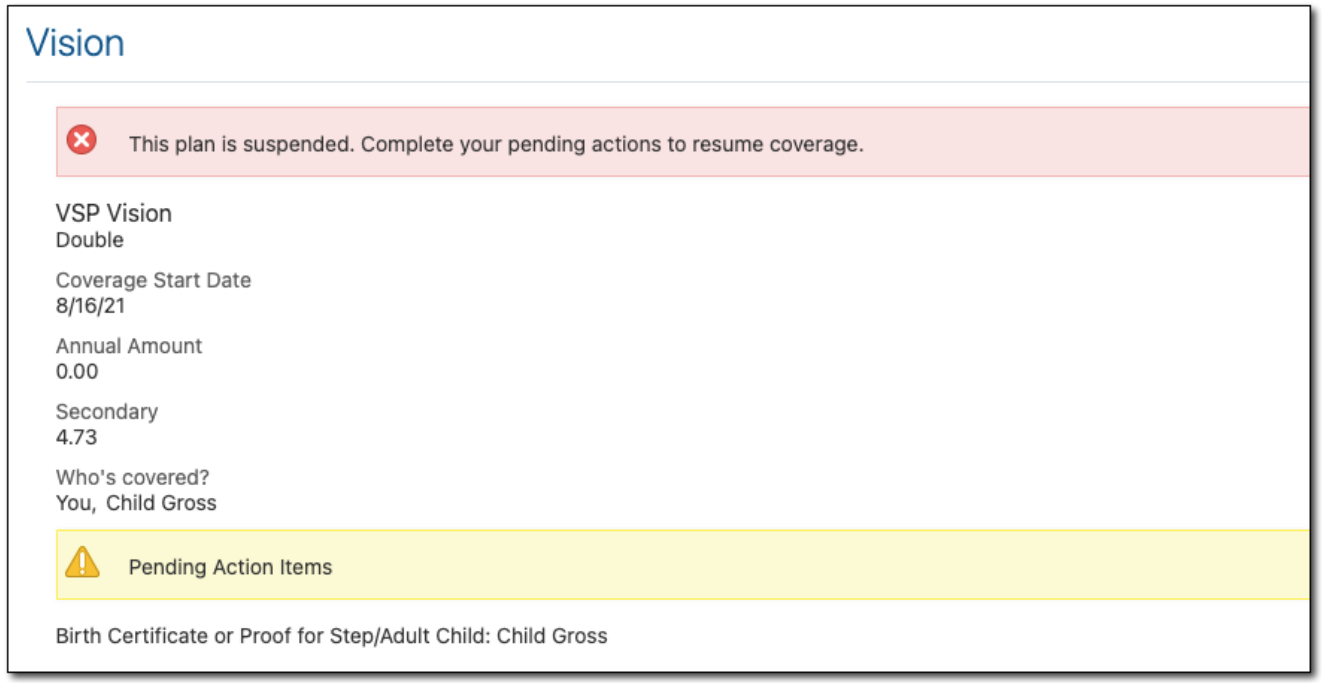
26. If desired, click **Print** to print or save an electronic copy of your enrollment selections.



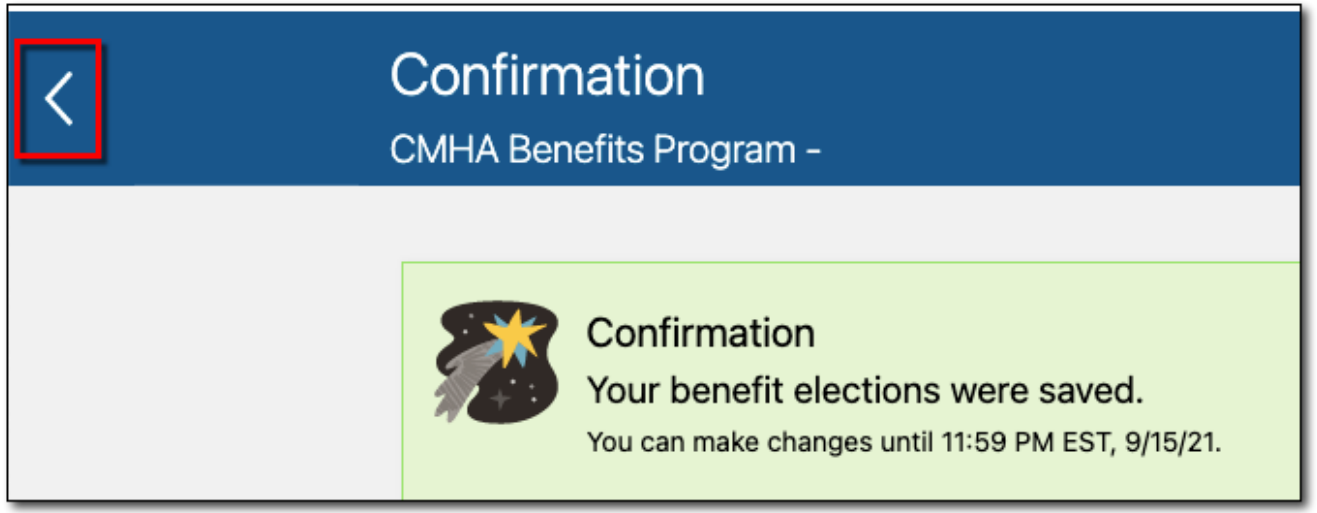
ESS – Enrolling in Benefits

27. Scroll through the **Confirmation** page and review all plan selections.

Note: Some plans might require supporting documentation. In those instances, a message appears indicating that the plan is suspended, and you have **Pending Action Items** that need to be completed.



28. Click the left arrow to navigate back to the **Benefits** page.

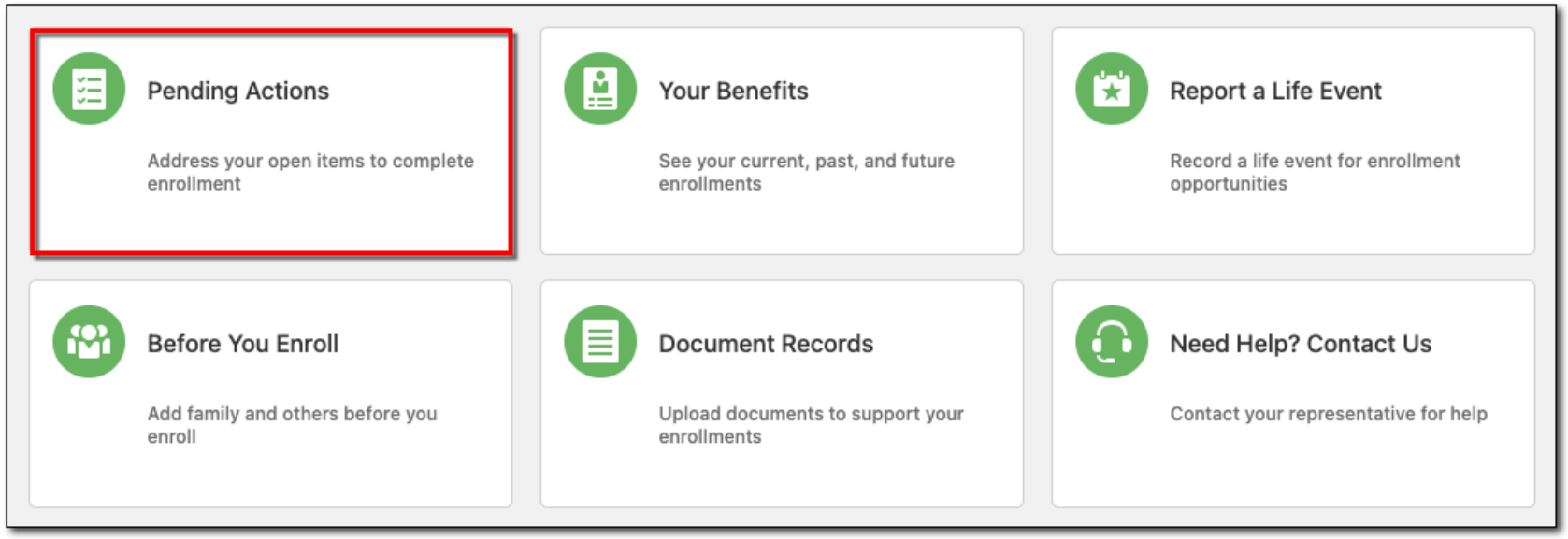


ESS – Enrolling in Benefits

Note: After you submit your selections, be sure to check your **Pending Actions**.

Note: Pending Actions will indicate if you need to provide any supporting documents that are required to finalize your enrollment.

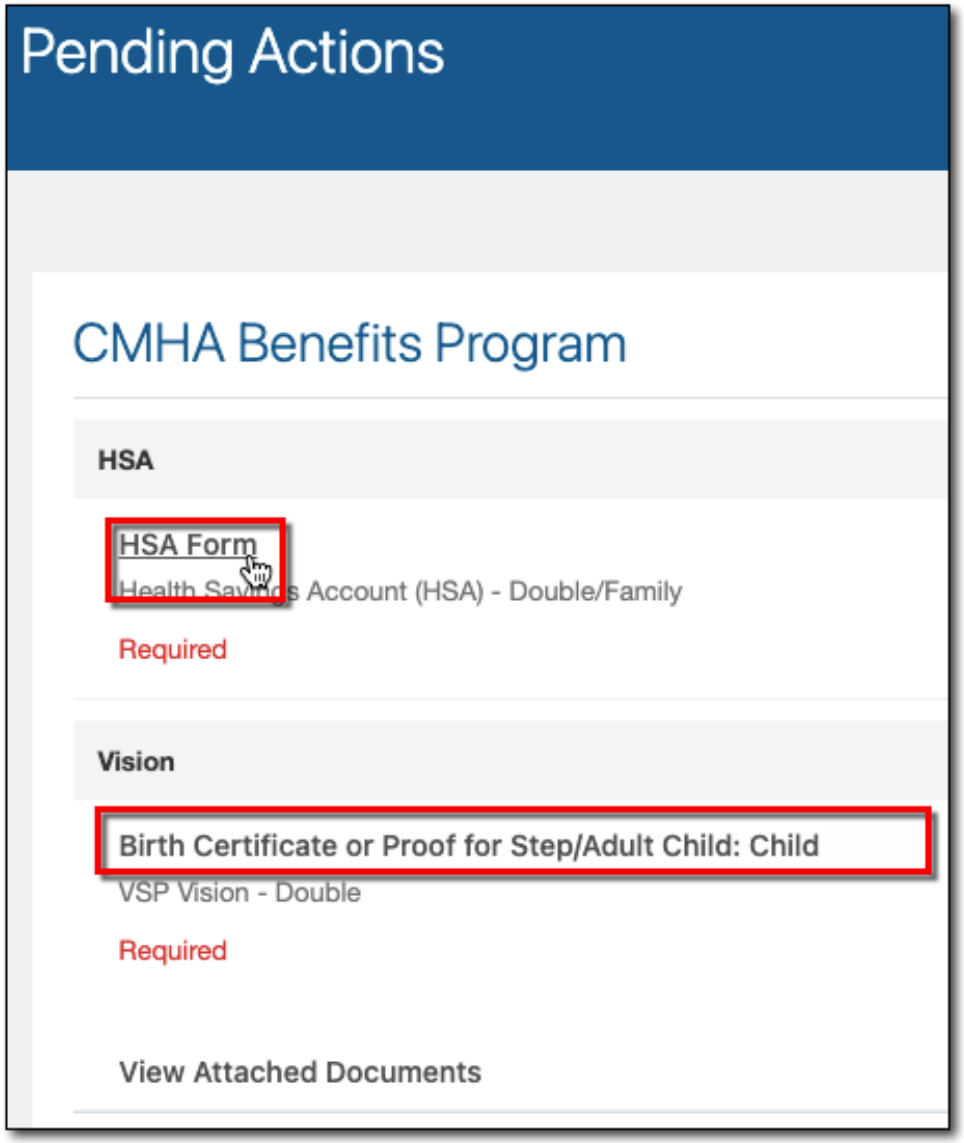
29. Click **Pending Actions**.



ESS – Enrolling in Benefits

Note: Be sure to review and address all **Pending Actions** to ensure your enrollment selections get finalized.

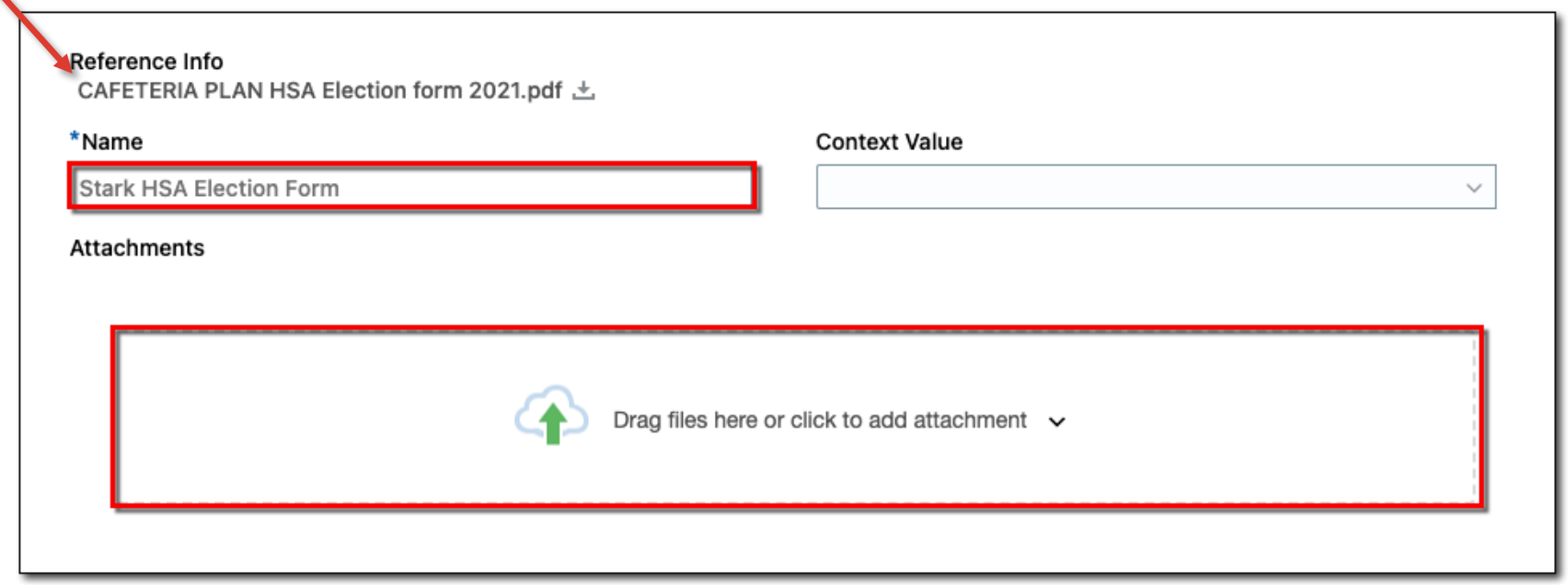
30. Click the **title** of a Pending Action.



ESS – Enrolling in Benefits

Note: Some actions require a form to be downloaded, completed, and uploaded. Other actions simply require a form to be uploaded.

If a form is not displayed in the **Reference Info** field for download, you will need to provide your own document such as a marriage license or birth certificate.



31. Enter the **name** of the form you are uploading.

32. Drag a completed form into the **Attachments** box or click the link inside the box to navigate to the form.

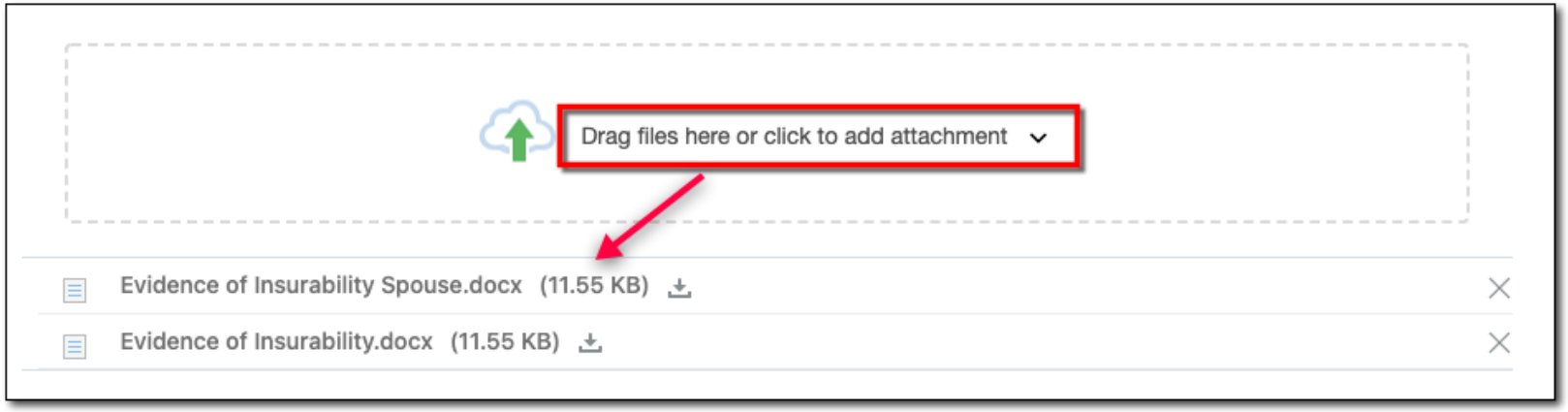
Note: You do not need to enter anything in the **Context Value** field.

ESS – Enrolling in Benefits

Note: When enrolling your spouse into Cigna Voluntary Life, be sure to upload the Evidence of Insurability forms for you and your spouse if required.

When two of the same Form Types need to be uploaded, they can all be uploaded from the same page.

In this example, the employee was able to upload their Evidence of Insurability form in addition to their spouse's form on the same page using the Drag and Add Attachment link.



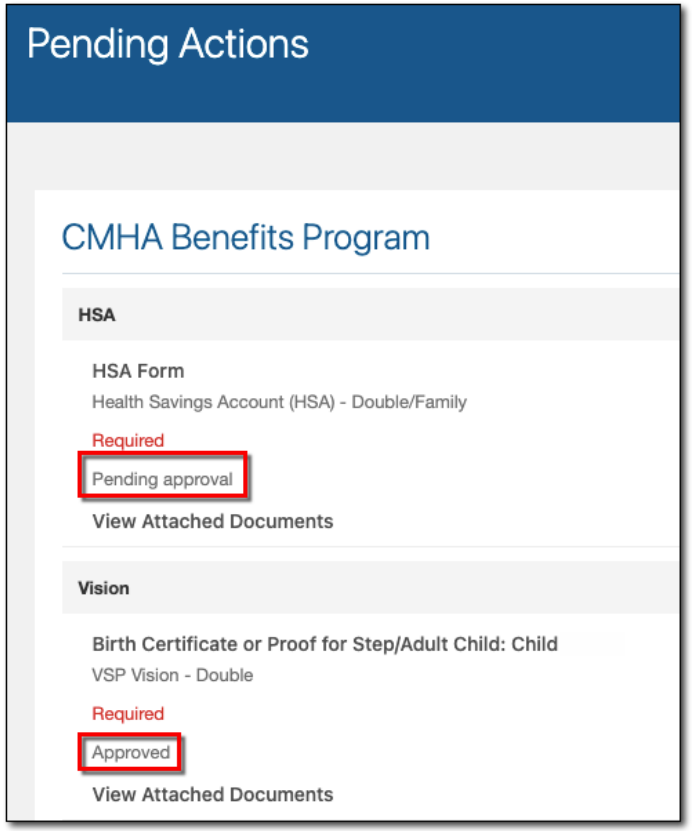
ESS – Enrolling in Benefits

33. Click **Submit** when your document is attached.

34. Review any other Pending Actions and the associated statuses.

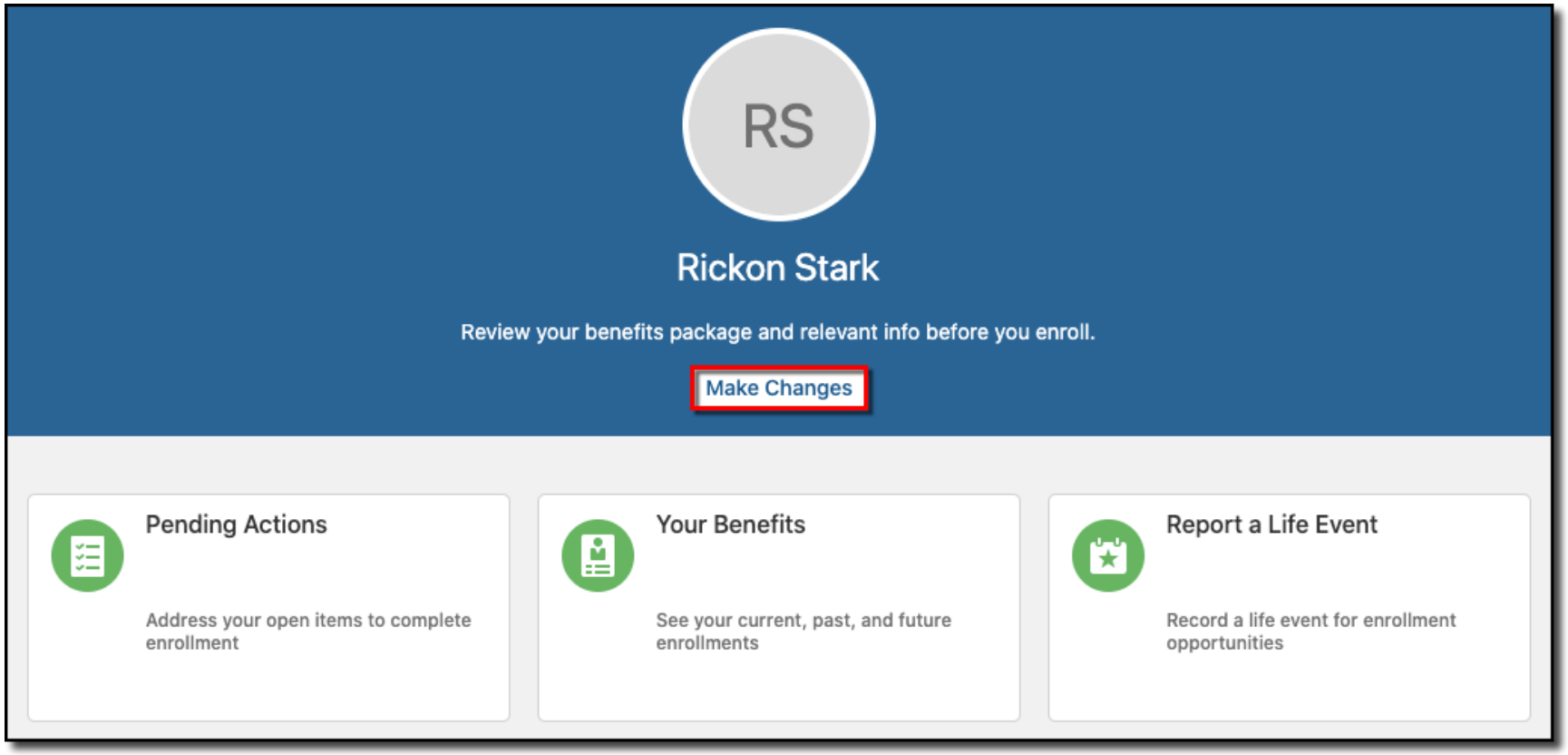
Note: Actions will remain **Pending** until reviewed and approved by Benefits.

35. Complete all Pending Actions that are not **Pending Approval** or **Approved.**



ESS – Enrolling in Benefits

36. If your enrollment period is still open and you need to make changes after your selections were submitted, click **Make Changes**.



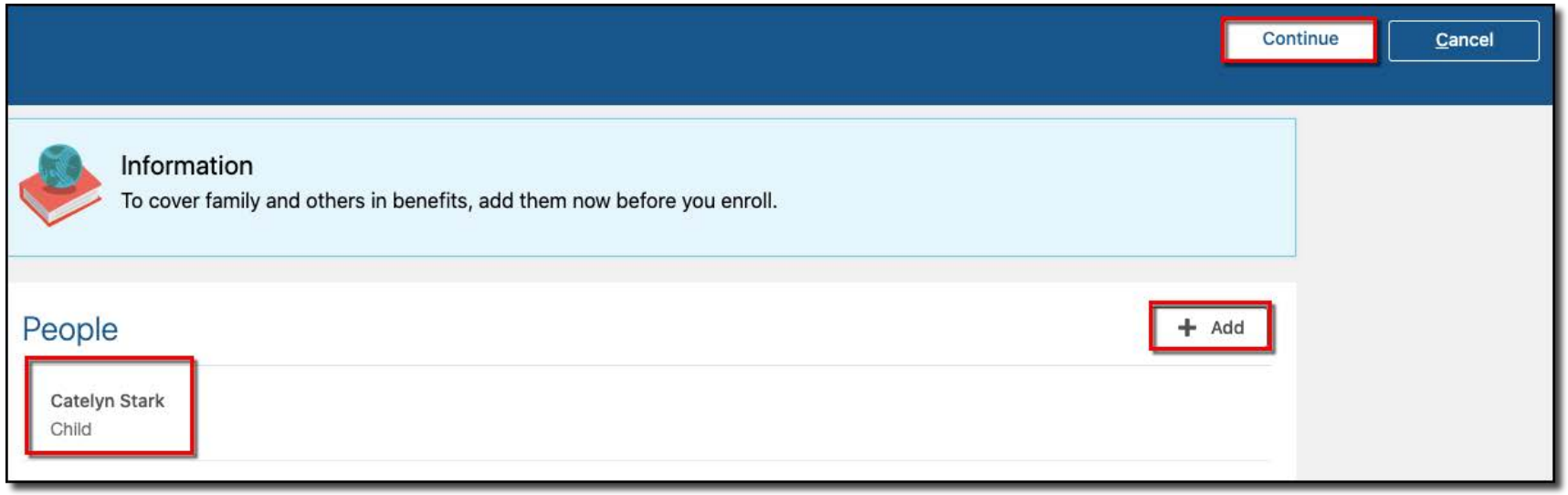
ESS – Enrolling in Benefits

Note: You will return to the same open enrollment page where you started.

Following the previous steps, make any necessary updates.

37. Begin by verifying/updating your **People to Cover**.

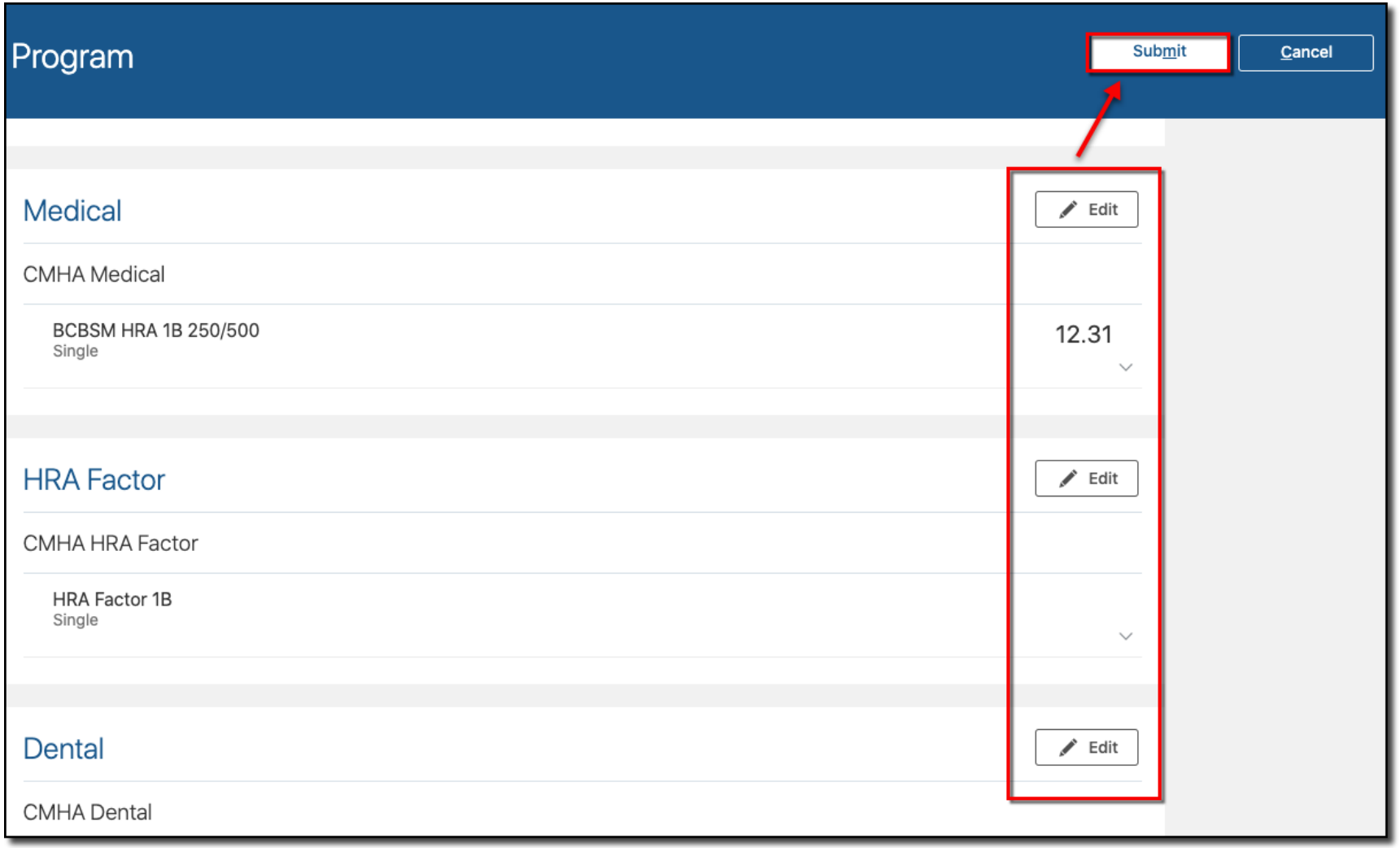
38. When finished, click **Continue**.



ESS – Enrolling in Benefits

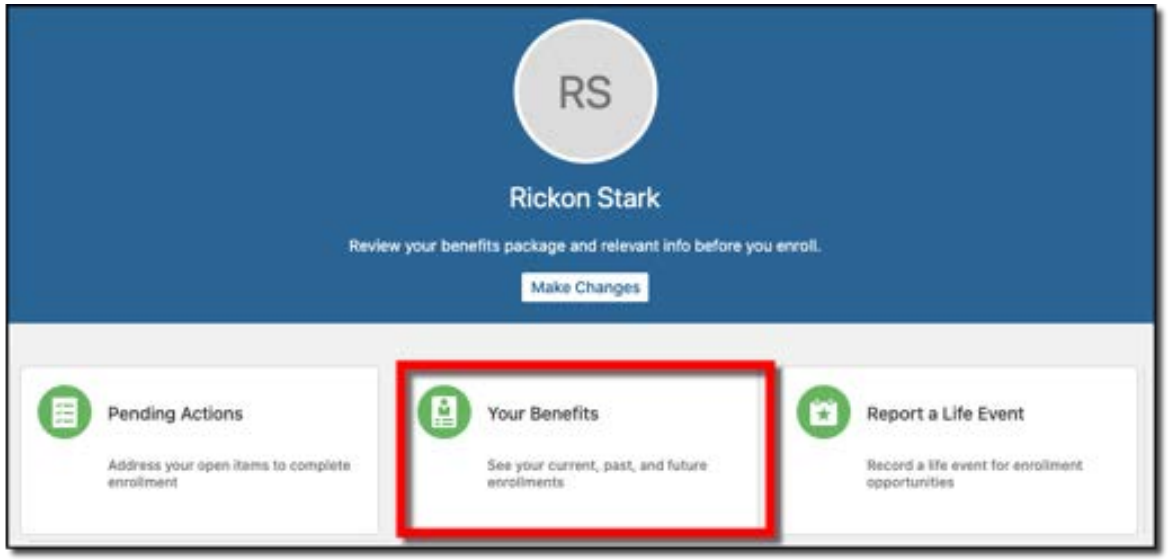
39. Click **Edit** to make any other updates.

40. When finished, click **Submit**.



ESS – Enrolling in Benefits

41. If desired, you can view your benefit selections at any time. Click the **Your Benefits** tile.



42. Enter the **As Of** date you for viewing your benefit selections.

43. Click the **CMHA Benefits Program** Link.

44. View your benefits.

End of Procedure