MyBenefits Marketplace – Selecting My Employee Benefits
Selecting My Employee Benefits - Current and New Hire Member

Register and set-up my account as a first time user

Click Login to begin.

On the Login page, click Register to begin.
Selecting My Employee Benefits - Current and New Hire Member

Register and set-up my account as a first time user

Enter the requested information.

Note: Your name must be entered exactly as CMS has it documented, including any hyphens.

Enter CAPTCHA.

Click Continue.
Selecting My Employee Benefits - Current and New Hire Member

Register and set-up my account as a first time user

1. Enter a new password that meets the requirements shown on the screen.

2. Confirm the password.

3. Click **Continue**.
Selecting My Employee Benefits - Current and New Hire Member

Register and set-up my account as a first time user

IMPORTANT

1. Click **Show Login Code** and make note of the displayed code for validation purposes should you forget your login ID at a later date.

2. Click **Continue**.

1. Select a Challenge Question from the list.

2. Enter your answer to the question.

Repeat Steps 1 and 2 for Questions 2 and 3.

3. Click **Continue**.

On the Confirmation page, review your questions and answers, and then click **Continue** again.

The portal displays a success page, telling you your challenge questions and answers have been saved. Click **Continue**.
Selecting My Employee Benefits - Current and New Hire Member
Register and set-up my account as a first time user

1. Review the disclaimer and click **I ACCEPT**.

2. Click **Continue**.

The portal displays a success page, telling you have successfully accepted the disclaimer. Click **Continue**. The home page of the portal is displayed.
Selecting My Employee Benefits - Current and New Hire Member

Logging in as a returning user

Click **Login** to begin.

Type your login ID.

Type your password.

Click **Login**.
Selecting My Employee Benefits - Current and New Hire Member

Forgot Login ID

Click Login to begin.

Click Forgot my login ID.
Selecting My Employee Benefits - Current and New Hire Member

Forgot Login ID

Enter the requested information.

Note: The Login information you enter must be exactly the same as the information you used to register your account originally.

Enter CAPTCHA.

Click Continue.

Click View Login Id. Make note of the ID the system displays.

Click Continue. The system displays the login page where you can enter your recovered ID and password.
Selecting My Employee Benefits - Current and New Hire Member

Forgot Password

Click **Login** to begin.

Click **Forgot my password**.
Selecting My Employee Benefits - Current and New Hire Member

Forgot Password

Enter your Login ID.
Click Continue.

Enter the answers to your challenge questions. Remember that the answers are case-sensitive.

Click Submit.
Selecting My Employee Benefits - Current and New Hire Member

Forgot Password

Enter a new password that meets the listed criteria.

Re-type the new password to confirm it.

Click **Save Changes**, and then, on the Success page, click **Continue**. The system displays the Member Home page.
Selecting My Employee Benefits - Current and New Hire Member

Navigating the Member Home Page

- Welcome message
- Search box
- Pending actions shows any tasks you need to complete
- Tiles launch functions that allow you to compare plans, enroll or make changes to your benefits, and review additional information related to your health and benefits.
The Recommended For Me tiles link to information related to your current benefits, eligibility and optional coverage choices. Each item is also available in a printer-friendly version.
The tiles under You Might Find This Interesting link to general health and welfare information that might be of interest to you. Each item is also available in a printer-friendly version.
Selecting My Employee Benefits - Current and New Hire Member

Compare Plans – The Decision Support Tool

Before you enroll in benefits, the Decision Support tool is available to help you investigate your options and choose the best one for you.

On the MyBenefits home page, click **Compare Plans** to launch the Decision Support tool.
Selecting My Employee Benefits - Current and New Hire Member

Compare Plans – The Decision Support Tool

1. Select your Coverage Tier.

2. Select a Plan Type to see available plans.

3. Click to select a plan to compare.
Selecting My Employee Benefits - Current and New Hire Member

*Compare Plans – The Decision Support Tool*

1. Select additional plans to compare

2. Review and compare selected plans.

Click **Return Home** when you're finished.
Selecting My Employee Benefits

Benefit Choice Enrollment

Once you know which plan is best for you, you can begin the enrollment process.

On the MyBenefits home page, click **Enroll Now** to launch the Enrollment tool.
Selecting My Employee Benefits - Current and New Hire Member

Benefit Choice Enrollment

On the MyElections page, click **Benefit Choice**, and then click **Restart**.
Selecting My Employee Benefits - Current and New Hire Member

Enroll In Benefits

1. Click **View Profile** under your name tile to review your information and make necessary changes.

2. Click **Add Dependent** if necessary, and enter the required information.

3. Once you have reviewed all information and made any necessary changes, click **Next** to continue.

**Add a Dependent**

1. Add the dependent information. Required fields are marked with an asterisk (*). If the dependent does not yet have a SSN, use a state-approved dummy number.

   Make sure the **Additional Coverage** question is answered correctly for the dependent. This only applies if the dependent you are enrolling in health/dental coverage has other health/dental coverage.

2. To add another dependent, click **Save and Add Another**. To return to the Family page, click **Save and Close**.

Note: You may be required to submit supporting documentation for covered dependents. This process is reviewed in the Upload Required Documents section.
Choosing Medical and Dental Coverages

1. Click the Medical Selection list and choose your medical plan. Note that some medical plans require you to select a Primary Care Provider.

2. If necessary, click Change who is covered to add dependents from the benefit.

3. Click the Dental Selection list and choose your dental plan.

4. If necessary, click Change who is covered to add dependents from the benefit.

5. Click Next to move to Life Insurance. If there is any missing information, a message will be displayed to alert you.
Selecting My Employee Benefits - Current and New Hire Member

Enroll In Benefits

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**Change Who Is Covered**

1. Click the checkbox next to each participant’s name to change whether or not they are covered by the selected benefit.

2. Click **Save and Close** to return to the Benefit page.
If you have chosen an HMO:

1. Click **Select your Primary Care Provider**.

2. Enter the missing information. Required fields are marked with an asterisk (*).

3. If you don’t know the 10-digit NPI/PCP number or three-digit Facility Code, click the search button to open the Provider Directory in a separate tab or window and look it up. Make note of the NPI/PCP number or Facility Code, and then enter the information in the appropriate field.

4. Click **Save and Close** to return to the Benefit page.
Selecting My Employee Benefits - Current and New Hire Member

Enroll In Benefits

Life Insurance

1. Click each insurance selection list and choose your coverage amount. If you do not want to elect optional coverage, select Waive.

2. Click Next to move to Flexible Spending Accounts.
Selecting My Employee Benefits - Current and New Hire Member

Enroll In Benefits

Flexible Spending Accounts

1. Click in the Medical Care Assistance Plan and enter the total annual amount you want to contribute.

2. Click in the Dependent Care Assistance Plan and enter the total annual amount you want to contribute.

3. Click **Next** to move to the final review. If you want to review Medical/Dental or Life Insurance selections, click **Previous**.

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   - Previous 3  Next
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Finalizing Your Benefits Choices

1. Review your Benefits Plan. Any changes you have made from your previous choices are highlighted in blue.

2. Review the Terms and Conditions. Click the checkbox to agree.

3. If you need to make changes, click Previous.

4. Click Next to finish. You’ll see the confirmation page and the option to print your confirmation statement. Click Done to leave enrollment and complete this step. You’ll be notified if there are any required documents you’ll need to upload.
Selecting My Employee Benefits - Current and New Hire Member

Self-Service Tools – View My Elections

Click **Self-Service Tools** and then click **View my elections**.
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**Self-Service Tools – View My Elections**

Click **Self-Service Tools** and then click **View my elections**.

The system displays the myElections page, as shown below.
Selecting My Employee Benefits - Current and New Hire Member

Self-Service Tools – Update My Email

Click **Self-Service Tools** and then click **Update my email**

The system displays the Email Address Review/Update page, as shown below. Review or enter new email addresses. If you enter more than one address, select your preferred address. Click **Save** to finish.
Some benefit choices will require you to provide supporting documentation before they can be applied.

Click either location to begin uploading documents.
Selecting My Employee Benefits - Current and New Hire Member

Upload Required Documents

Click to show details about the Required Form and to access the upload function.

Click **Upload** to begin the process.

Click **Browse** and select the document to be uploaded.

Note the file requirements.

Click to accept the statement attesting that the document is true and valid.

Click **Upload**. A confirmation screen will be displayed when the file has uploaded successfully.
Benefit Choice Timeline

**Benefit Choice Preparation**

Through April 30
- Plan design
- Configuration
- Testing
- Communications

**Active Benefit Choice Period**

May 1 - May 31
- Support for election changes
- Continued communications

**Benefit Choice Timeline**

- **WEEK 1**
  - **17**
    - May 1
      - Benefit Choice Opens
  - **21**
    - May 31
      - Benefit Choice Closes
  - **25**
    - June 13*
      - Benefit Choice File Delivery to Carriers
      - *CYC – 6/7, Delta – 6/27
    - June 22
      - First Payroll file with Benefit Choice deductions
    - June 5
      - Form / Documentation deadline

**New Plan Year**

July 1 forward
- Continued ongoing support

**Post Benefit Choice Processing**

June 1 – June 30
- Quality review of elections and processing
- Benefit Choice reporting
- Benefit Choice carrier file delivery
- Benefit Choice payroll file delivery
- Support for appeals