Self-Registration

Click **Login** to begin.

On the Login page, click **Register** to begin.
Enter the requested information.

1. Enter a new password that meets the requirements shown on the screen.
2. Confirm the password.
3. Click Continue.

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

Check I’m not a robot

Click Continue.

You will be prompted to complete a security challenge selecting pictures to secure your access.
IMPORTANT

1. Click **Show Login Code**. Your Login Code will appear above the button. Make note of the displayed code for validation purposes, should you forget your login ID at a later date. To hide your Login Code Click **Hide Login Code**.

2. Click **Continue**.
1. Select a Challenge Question from the list.

2. Enter your answer to the question. The answers are case sensitive.

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.

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.
Benefits Enrollment

Once you have completed the registration process, you'll see the Home page. The home page will display cards, as shown below, that will allow users to review specific benefit date and plan details as it relates to each employee.

![Home page screenshot]

Enroll

Once you know which plans work best for you and your family, you're ready to enroll.

Click Restart, Modify or Enroll Now to begin.
You’ll see the New Hire event as well as an option to view Today’s Coverage.

Click the New Hire box to continue.

Click Restart on the secondary menu to begin enrollment.
Review Profile and Add Dependents

Personalize your benefits plan

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. See Add a Dependent below for details.
3. Click Next to continue. Skip to Choose Your Benefits.
Add a Dependent

1. Add the dependent information. Required fields are marked with an asterisk (*). If the dependent does not yet have a SSN, members should use 111-11-1111. Employees should ensure 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. See Upload Required Documents for more details.
Personalize your benefits plan

On this page, you can enroll in benefits, compare plans, and review provider information.

Compare Plans
Before you enroll in benefits, a decision support tool is available to help you investigate your options and choose the best one for you.

Click **Help me decide** to begin.

The user will then be able to compare plans and review their options.
Choose Your Benefits

Medical and Dental

1. Click the Medical Selection list and choose your medical plan. Some medical plans require you to select a Primary Care Provider. See [Select a Primary Care Provider](#) for details.

2. If necessary, click **Change who is covered** to add or remove dependents from the benefit. See [Change Who Is Covered](#) for details.

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

4. If necessary, click **Change who is covered** to add or remove dependents from the benefit. See [Change Who Is Covered](#) for details.

5. If you chose to opt out or waive coverage, you must waive both medical and dental coverage. Full-time employees will also be required to show proof of existing coverage. See [Opting Out of Medical and Dental Benefits](#) for more details.

6. Click **Next** to move to **Life Insurance**. If there is any missing information, a message will be displayed to alert you.
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.

Opting Out of Medical and Dental Benefits

**Opt Out**

1. If you chose to opt out of or waive medical coverage, you will be required to upload proof of other coverage.
2. On the Medical and Dental Benefit selection page, click **Next** to move to **Life Insurance**. If there is any missing information, a message will be displayed to alert you.
**Select a Primary Care Provider**

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 PCP number or Medical Group Number for HMO Illinois only, click the search button to open the Provider Directory in a separate tab or window and look it up. Make note of the PCP number or Medical Group Number, and then enter the information in the appropriate field.
4. Click **Save and Close** to return to the Benefit page.
Select Life Insurance Coverage

Personalize your benefits plan

Life Insurance

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

Note: If you choose to add coverage over 4x your annual salary, you will need to submit a Statement of Health to Minnesota life. For more details, please review the form or contact Minnesota life directly. You will be enrolled in 4x coverage until approval for additional coverage is received.

2. Click Next to move to Flexible Spending Accounts.

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 finish. If you want to review Medical/Dental or Life Insurance selections, click Previous.
Finalize Your Benefits

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

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

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

State of Illinois – Enrolling in Benefits
– New Member SEGIP
4. Click Next to finish.

Finalize Your Benefits cont.

5. You'll see the confirmation page and the option to print your confirmation statement.

6. Click Done to leave enrollment and complete this step. You'll be notified if there are any required documents you'll need to upload. See Upload Required Documents for more details.
Upload Required Documents

Some benefit choices will require you to provide supporting documentation before they can be applied. The user will be able to see the pending document approval within the event as well as view the details of the required docs.

By clicking the View Details button the user will be able to see the Status, Selections, Dependent, and Forms associated with the event.
By accessing the Upload Documents page, the member or user will be able to upload the current pending documentation,

By clicking on *Marriage Certificate Required Form – Not Received* the user will be directed to the upload page.
Click Upload button then click Browse to upload your document.

You must check mark the attest box before the system will allow you to upload a document.
Once the document has been selected and the attest box is check marked the member will see the upload button and must click **Upload** before proceeding.

Once the document selected is uploaded the user will see the green screen on the left to confirm that the document was successfully uploaded into the system.