Benefits Enrollment Instructions

When you need to make a change...

The benefits enrollment platform is your one-stop shop for enrollment in faculty and staff benefit programs, with the exception of commuter benefit enrollment which is made at www.payflex.com.

Please note that you have 31 days from the date of a qualifying life event to make changes to benefits. All enrollments must be made online following the process outlined in the guide. If this is the first time you are enrolling in Northwestern’s benefit plans, the system will walk you through all offerings. If you do not use a computer at work or at home, computers are available in the HR offices. Detailed information regarding benefit plans can be found on the Benefits main website: http://www.northwestern.edu/hr/benefits/index.html.

Before You Enroll

To make the enrollment process as easy as possible, it is recommended that you gather information and documents for all dependents you wish to enroll on the health plan before you begin the online enrollment process. Plan to have legal names, dates of birth, social security numbers, as well as scanned copies of proof of dependency documents (http://www.northwestern.edu/hr/policies-forms/how-do-i/verify-dependents.html) readily available.
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If you have questions or need help completing Benefits Enrollment ...  

**Multifactor Authentication Issues**  

**IT Help Desk**: 847-491-4357  

consultant@northwestern.edu  

**Net ID Issues**  

**myHR Help Desk**: 847-467-4800  

myHRhelp@northwestern.edu  

**General Benefits Questions**  

**Benefits Office**: 847-491-7513  

benefits@northwestern.edu
**Accessing Benefits Enrollment Portal**

1. Login to myHR at [http://www.northwestern.edu/myhr/](http://www.northwestern.edu/myhr/).

2. Select the **Benefits** tile in myHR Self Service.

3. Select **My Health Benefits Elections** from the left-hand menu.

4. Select **Get Started** from the center of the page.

**Select Change Reason**

There are only specific reasons outside of Open Enrollment in which you can change your benefits. If you experience a qualifying event, indicate by following the steps below.

1. Select the **Life or family change**, then select reason for change, and then enter date of reason.

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**NOTE:** Do not use the back button in your browser. It is best to use the previous button within the platform.
Before you making changes to your benefits you will be prompted to enter all dependents you wish to cover on any of the University’s benefit plans.

1. Select **Add Dependents** to add a spouse or child(ren). If you do not have any dependents, select **Next**.

2. Enter all required dependent information and click **Save**. Please note that for ACA tracking all SSNs should be provided.

3. Select **Add Dependent** to add more individuals or **Next** to move to the next section.

Make changes to the benefits that are impacted by the qualifying life event that you have incurred. Documentation, such as a government issued birth certificate, is required for most qualifying life events. For a list of documents, please visit our website: [http://www.northwestern.edu/hr/policies-forms/how-do-i/verify-dependents.html](http://www.northwestern.edu/hr/policies-forms/how-do-i/verify-dependents.html).
1. You will be provided with a list of benefits for which you are eligible to make changes. Click on **Edit Coverage** for the benefits that require updating due to the life event. You do not need to do anything for benefits that will not be changed.

2. Next you will be asked who you would like to cover. Select the **check box** next to the names of each individual who will be added to the plan. Or remove the check box for those you wish to remove. Then select **Next**. If you do not wish to cover anyone other than yourself, just select **Next**. If you wish to add other dependents that haven’t already been input into the system, select **Add Dependents**.
3. Click the **Currently Selected** box under the plan in which you wish to make a change;

4. If you select the HMO Illinois or Dental HMO plan, you will be prompted to select a **Primary Care Provider** for both you and your dependents. A link is provided to provider finder. The PCP number must be entered at the time of enrollment;

5. If you wish to waive a benefit completely, select **Decline Coverage** at the bottom of the screen. This will cancel your enrollment in the benefit plan.

If you do not wish to enroll in health coverage, select **Decline Coverage** at the bottom of the page.
If you elected to participate in the Value PPO Health Plan you are eligible for the Health Savings Account (HSA). If you did not select the Value PPO then skip this page.

Northwestern University offers matching funds up to $700 for a single participant or $1,400 for a family.

To enroll/change the HSA:

1. Click on Select Plan. To decline enrollment select Decline Coverage.

2. Enter the amount you wish to have deducted from each remaining paycheck for the year. This amount should not include what you plan on receiving from the University Match. Click Next.

Example: Seven paychecks remaining and you want to receive full Single Match of $700:
Employee amount per pay = $100 Total = $1,400

3. A summary will appear that shows how much you will contribute and how much the University will contribute. Note occasionally all contributions cannot be made evenly from all checks so one check will have a different amount.

4. Finally, read the acknowledgement, select I Agree, then click Next.
1. Now that you have made all of your election changes you **MUST** finalize your enrollments. To do this you will need to click **Save Changes** at the bottom of the screen.

2. Then you will be presented with a screen where you and upload Proof of Dependency, proof of loss/gain other coverage, and/or Dependent Care Match applications. Select Upload a Document next to the applicable dependent. Click **Next**.

   ![Proof of Dependency: http://www.northwestern.edu/hr/policies-forms/how-do-i/verify-dependents.html](http://www.northwestern.edu/hr/policies-forms/how-do-i/verify-dependents.html)

3. Finally, you will be presented with a summary screen. To save or print a confirmation sheet, Select **Benefits Summary Report**.
Proof of Dependency documents must be uploaded into the system before benefits will be effective.

1. Select **My Documents** from the left-hand menu.

2. Then select **Upload a Documents** in the section of the page associated with dependent. If uploading multiple documents for the same person (e.g. marriage certificate and taxes), please put them in the same PDF.

3. Complete the upload by:
   a. **Choose File** and upload document;
   b. Name the document;
   c. Select the most appropriate **Category**;
   d. Enter any notes to share with HR Benefits;
   e. Select **Save**.

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**Northwestern myBenefits**

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**DO NOT USE**