

# eBenefits Self-Service

## Annual Benefits Enrollment

### Quick Start Guide

This employee guide will assist you with the benefits self-service enrollment process during the Annual Benefits Enrollment period. If you have questions, please contact your institution's benefits office.

#### Enrolling In Benefits

After logging into [MyUW System](#) or [MyUW Madison](#), locate the Benefit Information module. This module displays your current benefits enrollments. Find the benefit enrollment opportunity announcement and click the **Open Enrollment** link to begin.

1. Upon logging into self-service, you will see some basic information, as well as the **Select** button to begin the process.

Click **Select**

2. If you currently have benefits enrollments, the **Enrollment Summary** screen will display your current selection, as well as the benefit plans that you are now eligible to update or enroll in. To begin making choices, click the **Edit** button next to the benefit plan you wish to update.

Click **Edit**

Enrollment Summary	
<b>Edit</b>	<b>State Group Health</b>
Current:	Dean Health Plan Family
New:	Dean w/Dental Family
<b>Edit</b>	<b>Dental Wisconsin</b>
Current:	Waive
New:	Waive
<b>Edit</b>	<b>EPIC Benefits+</b>
Current:	Waive
New:	Waive

After clicking Edit, the plan you are eligible for are listed. For information about the plan, click the blue text link. To select a plan, click the radio (circle) button.

Coverage Level	Your Costs	Tax Class
Single	86.00	Before-Tax
Family	217.00	Before-Tax
Employee & Non Qualified DP	217.00	Before-Tax
Family with 2+ Non Qualified	217.00	Before-Tax

After making your plan selection, if you need to add or remove dependents to this plan, scroll down and click the **Add / Review Dependents** button to begin. (If you do not need to add or review dependents, skip to **Step 5**.)

Click **Add/Review Dependents**

On the next screen, click [Add a dependent](#)

**Personal Information**

\*First Name:   
Middle Name:   
\*Last Name:   
Name Prefix:   
Name Suffix:   
Gender:   
\*Date of Birth:   
\*SSN:  (Social Security Number)  
\*Relationship to Employee:  Grandchild's Parent:

**Status Information**

\*Marital Status:  As of:   
Student:  As of:   
Disabled:  As of:   
Smoker:  As of:

**Coordination of Benefits**

Other Health Insurance: ☐  
Insurance Company Name:   
Other Insurance Policy Number:   
Other Insurance Group Number:

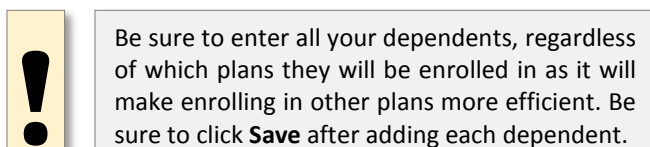
Step 2, continued.

In the next window, USING ALL CAPITAL LETTERS, enter all of the relevant information for your dependent (i.e. **First and Last Name, Gender, Date of Birth, SSN, Relationship, Marital Status, and other health information**).

3. Scroll down and click **Save** to add the dependent, and click **OK**.

Click **Save** , and click **OK**

Review your entry, and click [Return to Dependent Summary](#) to repeat the process.



Once you have entered all of your dependent information, click [Return to Event Selection](#).

4. To enroll your dependents into the benefit plan, you **MUST** click on the check box next to their name.

To remove a dependent from coverage, you **MUST** uncheck the box next to the dependent's name.

Enroll	Name	Relationship
<input checked="" type="checkbox"/>	JANE LINCOLN	Spouse
<input checked="" type="checkbox"/>	ABRAHAM LINCOLN	Child Tax Dependent

5. To proceed, click **Continue**. On the next screen, you are given information about your plan choice, including coverage level, plan cost, and effective date of coverage. Click **OK** to store your choices and move on.

Click **Continue** , and click **OK**

You will return to the **Enrollment Summary** screen. Continue to make your benefits selections by clicking the **Edit** button next to each plan.

Click **Edit**

Go through the benefits list and enroll in each benefit that you choose (Dental, Vision, etc.). Your dependents will be listed in each plan you choose because you have done the initial set up for them, though not all dependents need to be enrolled in each plan.

At the bottom of the screen, you are given a summary of the total cost of your benefits selections.

	Before Tax	After Tax	Total	Employer
Your Costs	217.00	0.00	217.00	1347.80

These costs do not include certain choices that are based on variable earnings.

To make any changes to your selections, click the **Edit** button next to the selections you would like to update.

Click **Edit**

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If you have questions, please contact your institution's benefits office.

6. To begin the submission process, click the **Submit** button.

Click **Submit**

Benefits Enrollment  
Submit Benefit Choices  
YOUR NAME HERE

Your enrollment is almost complete. If you have no further changes, click **SUBMIT** at the bottom of this page to finalize your benefit choices.

**Cancel** Click Cancel if you are not ready to submit your choices and wish to return to the Enrollment Summary.

Do not click submit until you have completed your enrollment. You may store your choices on each page and return to the Enrollment Summary as many times as you like until the end of the business day October 31. However, once you click the **Submit** button, your benefit elections will be sent to your benefits office for processing.

Once your enrollment is submitted, you can continue to make changes online and resubmit until the end of that day. After that point, your event will be closed and you will need to contact your Benefits Office to enable you to make changes on-line.

Flexible Spending Health Savings Account Enrollment Reminder: You cannot use this enrollment process to enroll in an FSA or HSA - you must enroll directly with TASC, the new vendor for these programs. See the [Annual Benefits Enrollment website](#) for more information on those programs.

Authorize Elections  
By clicking **Submit** I understand that Wis. Stat. §943.395 provides criminal penalties for knowingly making false or fraudulent claims on this election of benefits and hereby certify that, to the best of my knowledge and belief, all information provided is true and correct. I agree to the provisions of the plans in which I have enrolled and hereby authorize deduction of the premium(s) from my salary. I understand that additional documentation may be required at any time to verify eligibility. I authorize the University of Wisconsin to send any necessary personal information to my selected providers to initiate and support coverage.

**Submit** Click Submit to send your final choices to your benefits office.

**Cancel** Click Cancel if you are not ready to submit your choices and wish to return to the Enrollment Summary.

On the submit confirmation screen, you can click the **Cancel** button if you are not ready to submit your choices and want to return to the **Enrollment Summary** page to review or change your selections. Clicking the **Cancel** button does not remove any data entered, it only ends the submission process.

To pause the process, to review or make changes, click **Cancel**

If you are ready to submit your enrollment choices, click the Submit button a second time to send your enrollment choices to the Human Resources System. You **MUST** click through both **Submit** buttons to complete your enrollments.

To complete the process, click **Submit** a second time.

Your status will change to **Submitted** on the initial Benefits Enrollment Opportunity page.

Benefit Enrollment Opportunity				
Event Description		Event Date	Event Status	Job Title
Open Enrollment	i	01/01/2015	Submitted	POST GRAD TRAINEE 2

BENEFIT INFORMATION

If you have problems viewing your PDF statements or reports, please see <https://kb.wisc.edu/page.php?id=29006>

Summary Statements Dependents

Coverage as of the last pay period

Previous 1 2 Next

Benefit	Coverage
State Group Health	Family
EPIC Benefits+	Waive
Dental Wisconsin	Waive
VSP Vision Insurance	Waive
State Group Life - Basic	Elect
State Group Life-Supplemental	Elect
State Group Life - Additional	Waive
State Group Life - Sp/DP & Dep	Elect
Ind & Fam Life - Employee	Elect
Ind & Fam Life - Spouse/DP	Elect

Previous 1 2 Next

**View Benefits Summary Detail**  
Update TSA Deductions

If the status is **Submitted** and you have additional changes, you will have to contact your campus HR office.

The day following the submission of your benefits enrollment, you can return to your **Benefits Summary** to review your choices.

Access your Benefits Information through [MyUW System](#) or [MyUW Madison](#). There, you can view your benefits plans and your enrollment status. Clicking on the **View Benefits Summary Detail** link to see your record in the Human Resource System.

The **coverage effective date** for plans that you enroll in during the Annual Benefit Enrollment period is **January 1** of the following year (i.e. 1/1/2016). To view what your coverage will look like at that time, click into the date field above your benefits summary and enter a future date to view your coverage, then click **Go**.

**It is important for you to know that** it does not matter where you are in the benefits self-service process, whether you are just beginning or your selections have been submitted, **you can always receive support** from your institution's benefits office or the University of Wisconsin Service Center. Whenever you have any questions, be certain to contact either group for assistance.

## Support Information

- Annual Benefit Enrollment website: <https://www.wisconsin.edu/abe/>
- HRS Knowledge Base: <https://kb.wisc.edu/hrs/>
- eBenefits Open Enrollment: [KB Doc 20420](#)

For help, first contact your institution's benefits office. The University of Wisconsin Service Center can be contacted at: 855-489-7877 or 608- 890-1501 or by email at [servicecenter@uwsa.edu](mailto:servicecenter@uwsa.edu).