

UW-Madison eBenefits

It's Your Choice – Enrollment Readiness Guide



GETTING STARTED

- Know your NetID (login) and password for accessing the My UW Portal webpage – Please refer to your department or DoIT for assistance with your NetID
- Proceed to your MyUW Portal - Click on the eBenefits tab to start the enrollment/change process. Thoroughly read each screen that is presented during the enrollment process
- Review your current benefit information on My UW Portal and ensure that all demographic information is accurate
- Attend a Benefits It's Your Choice session presented by Madison Benefit Services.
- Make your benefit choices and have all enrollment/change information on hand including dependent information (*Example: Social Security Numbers, Date(s) of Birth, Tax Status*)
- Dependent information should be entered using all CAPITAL LETTERS
- Allow yourself adequate time to ensure a successful completion of benefits enrollment/changes using eBenefits

Be sure to click...**"SUBMIT, SUBMIT"**....
Yes, that's right, **TWICE!**

IMPORTANT DATES

- ✓ **It's Your Choice BEGINS:**
Monday, 10/17/2016

- ✓ **It's Your Choice ENDS:**
Friday, 11/11/2016 (4:30pm)

OHR Open eBenefits Labs: **Not required, but available for anyone needing eBenefits assistance.*

Mon, October 17th, 2016: 8am to 11am
Tues, October 25th, 2016: 11am to 2pm
Wed, November 2nd, 2016: 1pm to 4pm **Cultural Linguistic Services will provide assistance at this lab only.*
Thurs, November 10th, 2016: 10am to 1pm

Location: 21 N. Park Street – Room #5041

BEFORE YOU ENROLL

- ✓ Are you choosing – Single OR Family?
- ✓ Which health plan are you selecting? With Dental or without Dental coverage?
- ✓ Do you need to add a spouse / dependent(s)? If so, birthdate(s) and Social Security Number(s) are required.
- ✓ Are you interested in adding supplemental Dental insurance – EPIC Benefits+ and/or Dental Wisconsin?
- ✓ Are you interested in adding VSP Vision coverage?
- ✓ If you are currently insured in Individual & Family Insurance, are you interested in increasing your coverage?
- ✓ If you enrolled in a High Deductible Health Plan (HDHP), you must enroll in a Health Savings Account (HSA). Do you wish to contribute to this HSA?
- ✓ If you enrolled in a High Deductible Health Plan (HDHP), you also have the option to enroll in a Limited Purpose Flexible Spending Account (LPFSA). Do you want to enroll in this account as well? If so, how much do you wish to contribute?
- ✓ If you enrolled in a regular health plan, do you want to enroll in a Flexible Spending Account (FSA)?
- ✓ If you want to enroll in a Flexible Spending Account, do you wish to enroll in Medical, Dependent Care or Both? How much would you like to contribute to each plan?

IT'S YOUR CHOICE ENROLLMENT

Plan Name	eBenefits	Paper Application
Health Insurance Plans	X	
High Deductible Health Plan (HDHP)	X	
Health Saving Account (HSA)	X	
Dental Wisconsin Plans	X	
Dental Wisconsin Plans (waiving waiting periods / previous coverage)	X	<i>*Additional waiver form required</i>
VSP - Vision		
EPIC Plans	X	
Individual & Family Life Insurance (increase only)	X	
Individual & Family Life Insurance (decrease only)		X
Flexible Spending Account (FSA) Medical & Dependent Care	X	
Limited Purpose Flexible Spending Account (LPFSA)	X	
TASC Parking / Transit		X
Health Opt-Out		X

SELF-SERVICE CHECKLIST

- Have you determined your coverage changes for the upcoming plan year effective January 1st, 2017
- Have you added a dependent? Have you enrolled or removed dependent(s) from qualifying plans?
- Have you finalized your enrollment – "Submit, Submit"?
- Have you reviewed your confirmation statement?
- Are the benefits shown on your confirmation statement correct?

WHO CAN HELP ME?

Your department should be your first contact with any questions you have in regards to benefit information or eBenefits.

General Benefits Related Questions:

Email: benefits@ohr.wisc.edu
 Phone: (608) 262-5650

eBenefits Related Questions:

Email: ebenefits@ohr.wisc.edu