

## Welcome to TechSelect 2011 Online Enrollment

Human Resources is pleased to announce online enrollment for the 2011 TechSelect open enrollment, a process of selecting your benefits package electronically. Online enrollment will be processed through Employee Self Service (ESS), a tool for employees to review and update their employment/payroll/benefit information. **All employees who qualify for TechSelect are required to process their 2011 TechSelect benefit choices online through Employee Self Service.**

**The enrollment period is 11/01/10 through 12/01/10.** During this enrollment period you will need to select your benefit choices electronically. It may be more efficient to first familiarize yourself with the medical plans (<http://www.admin.mtu.edu/hro/benefits/index.shtml>) prior to selecting your choices online. After December 1 enrollment will be closed. If you have not completed the online enrollment process by December 1, you will be assigned the default plans.

The effective date of the benefit changes is January 1, 2011 and will be reflected on your paycheck dated January 14, 2011.

You will receive an electronic confirmation of your elections via your Michigan Tech email address.

\*\*\*\*\*IMPORTANT\*\*\*\*\*

It is imperative that after you make your selections through online enrollment, you finalize your selections by pressing COMPLETE (see diagram below). If you do not complete your enrollment, your choices will not be entered into the database and you will be entered into the default plans for 2011..

**If you need assistance with the navigation in ESS email [ess@mtu.edu](mailto:ess@mtu.edu) or call Patty Kyllonen, 487-2480.**

**If you have questions regarding the 2011 TechSelect benefit package email [rhiller@mtu.edu](mailto:rhiller@mtu.edu) or call Renee Hiller, 487-2517.**

Benefit Group	Current Benefits Status
Retirement	TIAA CREF Matching - 927 scheduled to be continued. - Employer 7.5% + Employee 7.5% Fidelity Matching - 928 scheduled to be continued. - Employer 0% + Employee 0%
Health	Husky Dental/Vision 2 - 986 scheduled to be continued. - 2 Adults HuskyCare PPO - 990 scheduled to be continued. - 2 Adults
Flex Spending	No choices made in this group.
Miscellaneous	Accidental Death and Dismember - 414 scheduled to be continued. - Family \$50,000 Optional Emp Life Insurance - 850 scheduled to be continued. - Employee 2 x Annual Salary Dependent Life Insurance - 852 scheduled to be continued. - \$3,000 Spouse/\$2,000 Child Long Term Disability Insurance - 960 scheduled to be continued. - LTD 60%

Complete: I understand that my completion of this form authorizes Michigan Tech to make any necessary deductions from my pay through payroll deduction.

By enrolling my children in the Michigan Tech health plan, I affirm that these children are eligible as defined by the plan, and that they do not have access to medical coverage through their own employer sponsored health plan.

Restart: By pressing Restart, any updates made to your benefit choices will be cancelled.

To complete online enrollment, click the COMPLETE button



## FREQUENTLY ASKED QUESTIONS

### Do I have to enter online enrollment if I choose not to make any changes?

Yes. You will need to select a health plan for 2011. In addition you will be able to make changes to your existing benefit selections, including your matching contribution for retirement.

### What is my userid and password?

Your Michigan Tech ISO userid and password is what you will need to sign on to Employee Self Service. This is the same userid and password you use to access your Michigan Tech email address. If you have forgotten your password, or have other questions regarding this userid and password, please visit <http://www.login.mtu.edu>. You may also contact your department system administrator or email [ess@mtu.edu](mailto:ess@mtu.edu).

### I do not have a computer at my job location, where can I access Employee Self Service on campus?

For a list of computers on campus that are available for public use [click here](#).

In addition, you may attend a lab session that will be staffed to assist you in the process of online enrollment. The lab sessions will be held in the MEEM Bldg, Room 120. The schedule is below. You do not need to sign up, just show up at a session that works within your schedule.

Week 1	Wednesday, 11/03/10, 3pm – 5pm
Week 2	Friday, 11/12/10, 11am – 1pm
Week 3	Wednesday, 11/17/10, 3pm – 5pm
Week 4	Monday, 11/22/10, 8:30am – 10:30 am

### Can I access Employee Self Service from home?

Yes, any computer that has access to the internet will provide access to Employee Self Service. The website link is: [www.banweb.mtu.edu](http://www.banweb.mtu.edu).

### What happens if I make my selections and complete my enrollment, and then I need to make a change?

You may make selections, complete and restart open enrollment, anytime **during the enrollment period**. After December 1 no changes will be permitted.

### What happens if I do not process online enrollment?

If you do not complete your online enrollment you will be assigned to the default medical plan, HuskyCare HSA, you will not be enrolled in the dental/vision plan or flexible spending plans.

### My spouse/partner and I are both employed at Michigan Tech and eligible for TechSelect benefits, do we both need to process online enrollment?

Yes, both need to start online enrollment, review and update selections if appropriate, and **complete** the online enrollment process. Open enrollment is also a time for employees to make changes to life insurance, AD&D, etc.

### Will I receive a confirmation form?

Yes, you will receive an electronic confirmation form through your Michigan Tech email address.

## Instructions to process your Tech Select Benefits online.

**Step 1. Sign on to Employee Self Service (ESS) using your Michigan Tech ISO user-id and password**

### Michigan Tech Login

Welcome to Michigan Tech's Login Page

This system is not available from 2 a.m. until 2:30 a.m. EST daily, for system backup processing.

When you are finished, please Exit and close your browser to protect your privacy.

Please enter your campus username and ISO password (This is the same username and password you use for HuskyMail, Husky Hub, and Blackboard) and click login. If you have forgotten your password, or have other questions regarding this login page, please visit <http://www.login.mtu.edu>.

Michigan Tech ID:

PIN:

Login

Forgot PIN?

Welcome, Your Name , to BANWEB!

**Step 2. Click on Employee Services**

Personal Information

Student Services

Employee Services

Guest Access

Student Bill/Confirm Enrollment

Address information, Safety First Alert, emergency contacts, marital status, and survey

Student Information

Employee Information

Guest access to student information.

Michigan Tech Bill.

## Step 3. Open Enrollment

Home > Employee Information

Personal Information | Student Services | **Employee Services** | Guest Access | Student Bill/Confirm Enrollment | Other Payments

<b>Time Sheet</b> Web Time Entry	<b>Compensation Statement</b> Comprehensive Overview of Salary and Benefit Costs to the employee and Michigan Tech	<b>Benefits and Deductions</b> ▼ Retirement, health, flexible spending, miscellaneous deductions, and compensation statement	<b>Pay Information</b> ▼ Direct deposit allocation, earnings and deductions history, and pay stubs
<b>Tax Forms</b> ▼ Federal W4 and W2 information	<b>Leave Balances</b> Vacation, Sick, Personal, and Annual Leave	<b>Most Recent Paystub</b> Your most recent Michigan Tech paystub	<b>Open Enrollment</b>
<b>Campus Directory</b> Employee Directory	<b>Non-Payroll Direct Deposits History</b> View Direct Deposits (non-Payroll)	<b>Non-Payroll Direct Deposit Destination</b> View/Modify Direct Deposit Repository (non-Payroll)	

## Open Enrollment

Home > Employee Information > Benefits and Deductions > **Open Enrollment**

Step 6. To begin reviewing and updating your benefit selections for 2011, you will need to click on a Benefit Group.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires health plans to notify plan participants and beneficiaries about their policies and practices. Click [here](#) to read Michigan Tech's HIPAA policy.

To find information regarding Michigan Tech's 2011 Benefit Plans, please go to the [Benefits Office Website](#).

Select the Benefit Group to review/update your current benefit choices.

**Open Enrollment Start Date:** Oct 14, 2010  
**Open Enrollment End Date:** Oct 30, 2010  
**Deductions Effective Date:** Dec 26, 2010  
**Benefits Effective Date:** Aug 08, 2010

Benefit Group	Current Benefits Status
Retirement	TIAA CREF Matching - 927 scheduled to be continued. - Employer 7.5% + Employee 7.5% Fidelity Matching - 928 scheduled to be continued. - Employer 0% + Employee 0%
Health	Husky Dental/Vision 2 - 986 scheduled to be continued. - 2 Adults HuskyCare PPO - 990 scheduled to be continued. - 2 Adults
Flex Spending	No choices made in this group.
Miscellaneous	Accidental Death and Dismember - 414 scheduled to be continued. - Family \$50,000 Optional Emp Life Insurance - 850 scheduled to be continued. - Employee 2 x Annual Salary Dependent Life Insurance - 852 scheduled to be continued. - \$3,000 Spouse/\$2,000 Child Long Term Disability Insurance - 960 scheduled to be continued. - LTD 60%

**Complete:** I understand that my completion of this form authorizes Michigan Tech to make any necessary deductions from my pay through payroll deduction.

By enrolling my children in the Michigan Tech health plan, I affirm that these children are eligible as defined by the plan, and that they do not have access to medical coverage through any other employer-sponsored health plan.

**Restart:** By pressing Restart, any updates made to your benefit choices will be cancelled.

Complete

Restart

Step 7. Click on a Benefit Plan to make changes.

Note: This is an example of the miscellaneous Benefit Group. Your current (2010) elections will be displayed in this area.

## Open Enrollment Group

Home > Open Enrollment Group

Report a

Select the title of the benefit to update your choices.

**Note:** If you currently participate in Optional Life Insurance (850), and would like to decrease your life insurance to Basic Life Insurance \$5,000 (952), you must stop your current Optional Life Insurance (850) and Dependent Life Insurance (852) in order to add the Basic Life Insurance (952). Dependent Life Insurance is not an eligible benefit if Basic Life Insurance is chosen.

Please review your current beneficiaries for your life insurance once you click COMPLETE at the end of the on-line enrollment process.

There are limitations to the monthly benefit amount on the Long-Term Disability for both options (60% and 70%). Please review page 18 of the LTD policy.

### Miscellaneous Group..

Accidental Death and Dismember - 414 - Scheduled to be continued.

Plan	Monthly Employee Premium
Family \$50,000	1.85

Optional Emp Life Insurance - 850 - Scheduled to be continued.

Plan	Monthly Employee Premium	Coverage Amount
Employee 2 x Annual Salary	11.40	114,000

Dependent Life Insurance - 852 - Scheduled to be continued.

Plan	Monthly Employee Premium
\$3,000 Spouse/\$2,000 Child	.89

Basic Emp Life Ins \$5,000 - 952 - **This choice is not an option with:**  
 ----- Optional Emp Life Insurance - 850  
 ----- Dependent Life Insurance - 852

Long Term Disability Insurance - 960 - Scheduled to be continued.

Plan	Monthly Employee Premium
LTD 60%	.00

Cancel Changes

Return to Open Enrollment

## Open Enrollment Choice Detail

Home > Open Enrollment Choice Detail

Make a selection and then click the appropriate button at the bottom of the page.

### NOTES:

You may choose to participate in Plan 1 or Plan 2 without the life insurance company's approval. However, if you did not choose Plan up to Plan 3, you will need to fill out a Proof of Insurability Form from the Benefits Office. Once approval has been received from the insurability amount will become effective.

### Dependent Life Insurance - 852

Deduction Effective as of...Dec 26, 2010

	Plan	Monthly Employee Premium	My Choice
Current Plan	\$3,000 Spouse/\$2,000 Child	.89	<input type="radio"/>
	\$6,000 Spouse/\$4,000 Child	1.89	<input checked="" type="radio"/>
	\$25,000 Spouse/\$10,000 Child	7.95	<input type="radio"/>

Submit Change

Stop Benefit

No Change

Step 8. Reviewing and/or changing benefit plans. To change, select appropriate choice.

To stop the benefit completely, click here.

If you've made changes, click "Submit Change" to enroll in new coverage.

## Open Enrollment Group

Home > Open Enrollment Group

Step 9. After reviewing/updating all plans within the group, click on Return to Open Enrollment.

Select the title of the benefit to update your choices.

**Note:** If you currently participate in Optional Life Insurance (850), and would like to decrease your life insurance to Basic Life Insurance \$5,000 (952), you must stop your current Optional Life Insurance and Dependent Life Insurance (852) in order to add the Basic Life Insurance (952). Dependent Life Insurance is not an eligible benefit if Basic Life Insurance is chosen.

Please review your current beneficiaries for your life insurance once you click COMPLETE at the end of the on-line enrollment process.

There are limitations to the monthly benefit amount on the Long-Term Disability for both options (60% and 70%). Please review page 18 of the [LTD policy](#).

### Miscellaneous Group..

Accidental Death and Dismember - 414 - Scheduled to be continued.

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Optional Emp Life Insurance - 850 - Scheduled to be continued.

Plan	Monthly Employee Premium	Coverage Amount
Employee 2 x Annual Salary	11.40	114,000

Dependent Life Insurance - 852 - Scheduled to be continued.

Plan	Monthly Employee Premium
\$6,000 Spouse/\$4,000 Child	1.89

Basic Emp Life Ins \$5,000 - 952 - **This choice is not an option with:**  
----- **Optional Emp Life Insurance - 850**  
----- **Dependent Life Insurance - 852**

Long Term Disability Insurance - 960 - Scheduled to be continued.

Plan	Monthly Employee Premium
LTD 60%	.00

Cancel Changes

Return to Open Enrollment

## Open Enrollment

Home > Employee Information > Benefits and Deductions > Open Enrollment

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires health plans to notify plan participants and beneficiaries about its policies and practices to protect the confidential health information. Click [here](#) to read Michigan Tech's HIPAA policy.

To find information regarding Michigan Tech's 2011 Benefit Plans, please go to the [Benefits Office Website](#).

Select the Benefit Group to review/update your current benefit choices.

**Open Enrollment Start Date:** Oct 14, 2010  
**Open Enrollment End Date:** Oct 30, 2010  
**Deductions Effective Date:** Dec 26, 2010  
**Benefits Effective Date:** Aug 08, 2010

**Step 10. Complete steps 6 – 9 choosing a different benefit group if reviewing or making changes.**

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Retirement	TIAA CREF Matching - 927 scheduled to be continued. - Employer 7.5% + Employee 7.5% Fidelity Matching - 928 scheduled to be continued. - Employer 0% + Employee 0%
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Flex Spending	No choices made in this group.
Miscellaneous	Accidental Death and Dismember - 414 scheduled to be continued. - Family \$50,000 Optional Emp Life Insurance - 850 scheduled to be continued. - Employee 2 x Annual Salary Dependent Life Insurance - 852 scheduled to be continued. - \$6,000 Spouse/\$4,000 Child Long Term Disability Insurance - 960 scheduled to be continued. - LTD 60%

**Step 11. When you are satisfied with all your choices and are ready to end the open enrollment process, click Complete.**

**Complete:** I understand that my completion of this form authorizes Michigan Tech to make any necessary deductions from my pay through payroll deduction.

By enrolling my children in the Michigan Tech health plan, I affirm that these children are eligible as defined by the plan, and that they do not have access to medical coverage through their own employer sponsored health plan.

**Restart:** By pressing Restart, any updates made to your benefit choices will be cancelled.

**NOTE: Click here to reopen the entire open enrollment process and start over.**

Complete

Restart

**Reminder: All employees who do not opt-out of health and/or dental vision coverage must select a choice for 2011 or the default plans will apply.**

**Note: After you click complete, you will receive an alert indicating that you will receive an email confirmation the next day.**



## Open Enrollment

Home > Employee Information > Benefits and Deductions > Open Enrollment

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires health plans to notify plan participants and beneficiaries about its policies and practice health information. Click [here](#) to read Michigan Tech's HIPAA policy.

To find information regarding Michigan Tech's 2011 Benefit Plans, please go to the [Benefits Office Website](#).

Select the Benefit Group to review/update your current benefit choices.

**Open Enrollment Start Date:** Oct 14, 2010  
**Open Enrollment End Date:** Oct 30, 2010  
**Deductions Effective Date:** Dec 26, 2010  
**Benefits Effective Date:** Aug 08, 2010

If you want to make changes to your 2011 choices, you may do so by reopening open enrollment until the deadline of December 1, 2010. NOTE: IF YOU REOPEN OPEN ENROLLMENT ALL PREVIOUS ELECTIONS WILL BE DISCARDED.

Benefit Group	Current Benefits Status
Retirement	TIAA CREF Matching - 927 scheduled to be continued. - Employer 7.5% + Employee 7.5% Fidelity Matching - 928 scheduled to be continued. - Employer 0% + Employee 0%
Health	Husky Dental/Vision 2 - 986 scheduled to be continued. - 2 Adults HuskyCare PPO - 990 scheduled to be continued. - 2 Adults
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\* If you press "Reopen Open Enrollment", you will need to press "Complete" again.

Reopen Open Enrollment

[Beneficiaries/Dependents](#)

Step 12. If you are switching health plans in 2011 or making ANY dependent changes, you must go to the Beneficiaries/Dependents screen to complete your enrollment (this can be done once you click COMPLETE after making your choices).

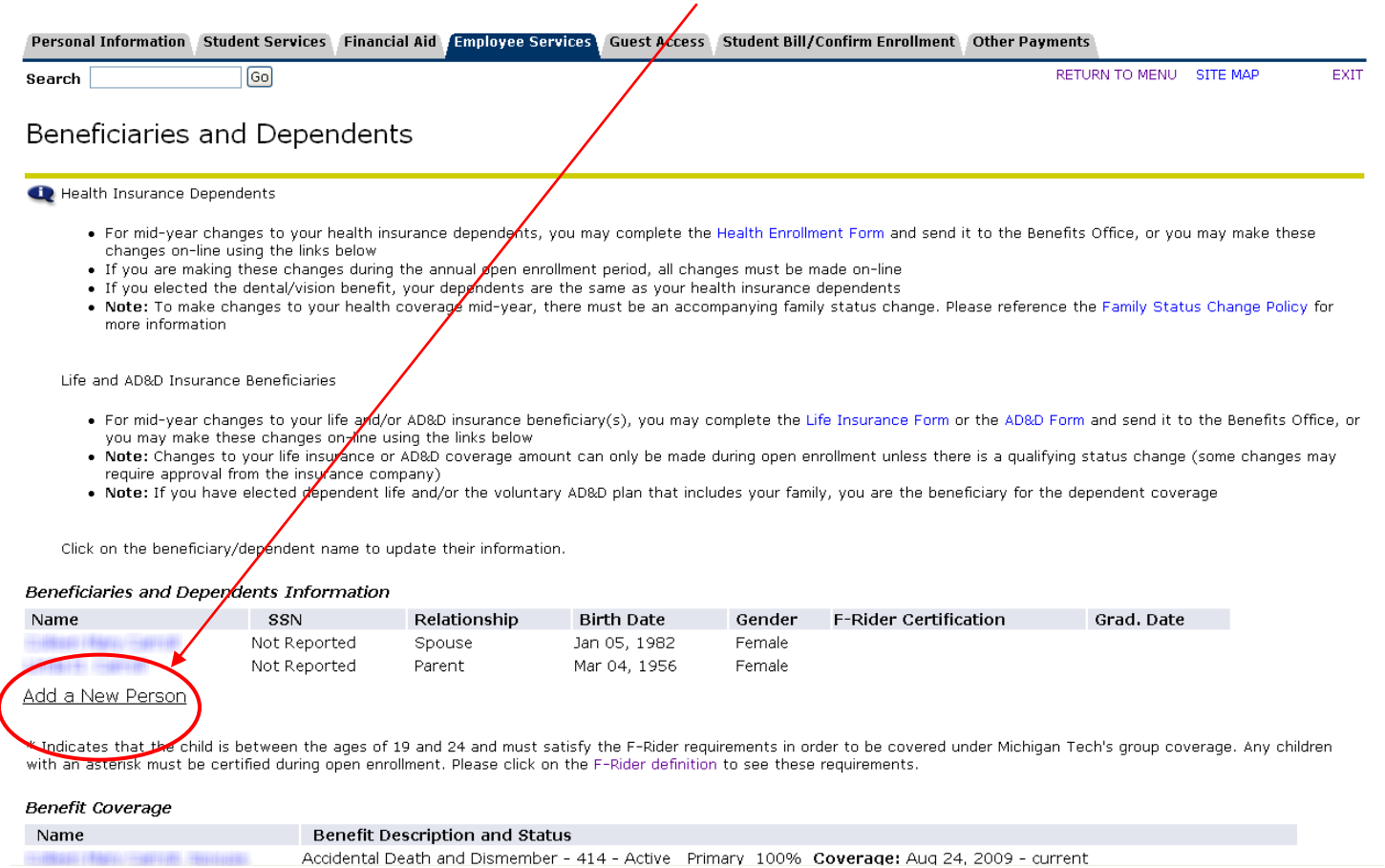
## Instructions To Update Your Beneficiaries/Dependents

### Beneficiaries and Dependents Information

This section will reflect your active and inactive beneficiaries and dependents as well as the demographics (age, date of birth, gender, etc.) of the individual. If a dependent is listed, it doesn't necessarily mean he/she is covered. Removal of a beneficiary or dependent from this section is prohibited for historical record keeping purposes.

### How to Add a New Person

To add a new beneficiary or dependent select the [Add a New Person](#) link



Personal Information Student Services Financial Aid **Employee Services** Guest Access Student Bill/Confirm Enrollment Other Payments

Search   [RETURN TO MENU](#) [SITE MAP](#) [EXIT](#)

### Beneficiaries and Dependents

**Health Insurance Dependents**

- For mid-year changes to your health insurance dependents, you may complete the [Health Enrollment Form](#) and send it to the Benefits Office, or you may make these changes on-line using the links below
- If you are making these changes during the annual open enrollment period, all changes must be made on-line
- If you elected the dental/vision benefit, your dependents are the same as your health insurance dependents
- Note:** To make changes to your health coverage mid-year, there must be an accompanying family status change. Please reference the [Family Status Change Policy](#) for more information

Life and AD&D Insurance Beneficiaries

- For mid-year changes to your life and/or AD&D insurance beneficiary(s), you may complete the [Life Insurance Form](#) or the [AD&D Form](#) and send it to the Benefits Office, or you may make these changes on-line using the links below
- Note:** Changes to your life insurance or AD&D coverage amount can only be made during open enrollment unless there is a qualifying status change (some changes may require approval from the insurance company)
- Note:** If you have elected dependent life and/or the voluntary AD&D plan that includes your family, you are the beneficiary for the dependent coverage

Click on the beneficiary/dependent name to update their information.

**Beneficiaries and Dependents Information**

Name	SSN	Relationship	Birth Date	Gender	F-Rider Certification	Grad. Date
<a href="#">[Name]</a>	Not Reported	Spouse	Jan 05, 1982	Female		
<a href="#">[Name]</a>	Not Reported	Parent	Mar 04, 1956	Female		

[Add a New Person](#)

\* Indicates that the child is between the ages of 19 and 24 and must satisfy the F-Rider requirements in order to be covered under Michigan Tech's group coverage. Any children with an asterisk must be certified during open enrollment. Please click on the [F-Rider definition](#) to see these requirements.

**Benefit Coverage**

Name	Benefit Description and Status
<a href="#">[Name]</a>	Accidental Death and Dismember - 414 - Active Primary 100% <b>Coverage:</b> Aug 24, 2009 - current

Clicking on 'Add a New Person' will bring up the following window. (see next page)

Complete the form and submit changes. You will automatically be routed back to the Beneficiary and Dependent screen.

## Updating Beneficiary or Dependent

Home > Updating Beneficiary or Dependent Information

Enter information about the new beneficiary, then select Submit Changes.

**F-Rider Continuation:** If your child turned 19 in 2009 or earlier, you must certify that they are eligible to be an F-Rider in 2010. By choosing Certified in the F-Rider box, you are indicating that you understand that this will require a monthly contribution which will be deducted from your paycheck. The child must be: a student, unmarried, legally residing with you, and chiefly dependent upon you for support maintenance.

You must notify the Benefits Office immediately of any change in status of your dependent. If any health, dental or vision claims are paid after the dependent becomes ineligible, you may be liable to the University for any payments that are not recovered.

\* - indicates a required field.

**First Name: \***

**Middle Name or Initial:**

**Last Name: \***

**SSN:**

**Relationship: \***

**Birth Date: MMDD/YYYY \***

**Gender:**

**F-Rider:**

**Exp. Grad. Date: MM/YYYY**

By clicking the Submit Changes button, I hereby certify that all of the above information is true and correct. The dependent listed above is eligible under Michigan Tech's group coverage and I understand that group coverage will not be effective until all questions regarding eligibility have been satisfactorily resolved by the plan sponsor.

Submit Changes

Back

After you have added a new beneficiary or dependent, you must link him/her to the coverage. See next page.

**Beneficiaries and Dependents Information**

Name	SSN	Relationship	Birth Date	Gender	F-I
<input type="text"/>		Spouse	Jun 01, <input type="text"/>	Female	
<input type="text"/>		Child	Oct 15, <input type="text"/>	Male	
<input type="text"/>		Child	Mar 29, <input type="text"/>	Male	No
<input type="text"/>	Not Reported	Child	Not Reported	Male	
Jane Doe	Not Reported	Child	Jan 02, 2010	Female	

[Add a New Person](#)

**Benefit Coverage**

Name	Benefit Description and Status
<input type="text"/> Spouse	Accidental Death and Dismember - 414 - Active Primary 100% <b>Coverage:</b> Dec 18, 20 Optional Emp Life Insurance - 850 - Active Primary 100% <b>Coverage:</b> Jun 14, 1982 - c HuskyCare PPO - 990 - Active <b>Coverage:</b> Dec 14, 2008 - current
<input type="text"/> a, Child	Accidental Death and Dismember - 414 - Active Secondary 33% <b>Coverage:</b> Dec 18, 2 Optional Emp Life Insurance - 850 - Active Secondary 33% <b>Coverage:</b> Jun 14, 1982 -
<input type="text"/> , Child	Accidental Death and Dismember - 414 - Active Secondary 33% <b>Coverage:</b> Dec 18, 2 Optional Emp Life Insurance - 850 - Active Secondary 33% <b>Coverage:</b> Jun 14, 1982 -
<input type="text"/> Child	Accidental Death and Dismember - 414 - Active Secondary 33% <b>Coverage:</b> Dec 18, 2 Optional Emp Life Insurance - 850 - Active Secondary 33% <b>Coverage:</b> Jun 14, 1982 -
Jane Doe, Child	No Coverage

Any changes to your beneficiaries/dependents should be done after the event has taken place (birth, marriage, etc). Do not use effective date

[Open Enrollment](#)

## Benefit Coverage

This section details who you've designated as beneficiary for life insurance and AD&D. This section also reflects which dependents are covered by your medical and/or dental-vision plan. Accidental Death and Dismember (414) and Optional Emp Life Insurance (850) can only be assigned beneficiary designation, you cannot enroll the beneficiary into the coverage. Begin and end dates must be entered when applicable, for both Life/AD&D as well as health coverage. (Adding=Begin Remove=End)

Link the added person to coverage and/or update coverage as applicable. This step must be completed in order for the changes to become active. See next page.

## Beneficiary and Dependent Information

Rep

Home > Update Benefits Coverage

If you need to update this information, please contact the Benefits Office (487-2517) or update below.

\* - indicates a required field.

### Updating Coverage Information

#### Beneficiary and Dependent Information

Name	SSN	Relationship	Birth Date	Gender	F-Rider Certification	Grad. Date
Jane Doe	Not Reported	Child	Jan 02, 2010	Female		

#### Beneficiary Coverage

##### Benefit and Coverage Status

	Existing Coverage	Begin Date MMDD/YYYY*	End Date MMDD/YYYY	Primary/ Secondary	Pct	Choose Benefit
Accidental Death and Dismember - 414 Status: Active Start Date: Dec 18, 2005 Stop Date:	No	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Optional Emp Life Insurance - 850 Status: Active Start Date: Jun 14, 1982 Stop Date:	No	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
HuskyCare PPO - 990 Status: Active Start Date: Dec 14, 2008 Stop Date:	No	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

To make a change, you MUST check the appropriate "Choose Benefit" box.

Update

Back

Click here to complete

If switching health plans or adding or removing a dependent, you must enter the end date of the coverage to be discontinued, and enter the begin date of the coverage to be started. After making the intended changes click the Update button. **These steps must be repeated for EACH dependent.**

## Beneficiary and Dependent Information

If you need to update this information, please contact the Benefits Office (487-2517) or update below.

\* - indicates a required field.

### Updating Coverage Information

#### Beneficiary and Dependent Information

Name	SSN	Relationship	Birth Date	Gender	F-Rider Certification	Grad. Date
jkldf jklaf dfaf	Not Reported	Child	Dec 12, 2008	Not Reported		

#### Beneficiary Coverage

Benefit and Coverage Status	Existing Coverage	Begin Date MM/DD/YYYY*	End Date MM/DD/YYYY	Primary/ Secondary	Pct	Choose Benefit
Accidental Death and Dismember - 414 Status: Active Start Date: Aug 24, 2009 Stop Date:	No	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Optional Emp Life Insurance - 850 Status: Active Start Date: Aug 24, 2009 Stop Date:	No	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
HuskyCare PPO - 990 Status: Active Start Date: Aug 24, 2009 Stop Date: Dec 26, 2009	No	<input type="text"/>	12/31/2009			<input checked="" type="checkbox"/>
HuskyCare HSA - 991 Status: Active Start Date: Dec 27, 2009 Stop Date:	No	01/01/2010	<input type="text"/>			<input checked="" type="checkbox"/>

To make a change, you MUST check the appropriate "Choose Benefit" box.

### Add, Change or Remove a Person (continued)

To add the person as a beneficiary you will add a begin date, choose if he/she will be primary (P) or secondary (S), choose a percentage of benefit and finally check the box Choose Benefit.

Make additional changes as necessary. Click on the Update box when completed. You will automatically be routed to the Beneficiaries and Dependents page where you should review the changes you made.

NOTE – An ERROR code will appear if percent totals are greater than 100% for Primary (or Secondary if applicable). Example shows Optional Emp Life Insurance Secondary total of 125% (50% + 75%)

#### Benefit Coverage

Name	Benefit Description and Status
<a href="#">[Link]</a>	Accidental Death and Dismember - 414 - Active Primary 100% Coverage: Aug 24, 2009 - current Optional Emp Life Insurance - 850 - Active Primary 100% Coverage: Aug 24, 2009 - current HuskyCare PPO - 990 - Active Coverage: Aug 24, 2009 - Dec 31, 2009
<a href="#">[Link]</a>	Accidental Death and Dismember - 414 - Active Secondary 100% Coverage: Aug 24, 2009 - current Optional Emp Life Insurance - 850 - Active Secondary 50% Coverage: Aug 24, 2009 - current
<a href="#">[Link]</a>	Optional Emp Life Insurance - 850 - Active Secondary 75% Coverage: Jan 01, 2010 - current HuskyCare PPO - 990 - Active Coverage: Aug 24, 2009 - Dec 31, 2009

**ERROR: Percent totals more than 100% for a benefit code and primary/secondary combination.**

Any changes to your beneficiaries/dependents should be done after the event has taken place (birth, marriage, etc). Do not use effective dates in the future.