Navigating Your 2024 Benefits Open Enrollment



Do you think you've ever logged in to Employee Navigator to manage your University benefits?

Nope

- Let's get you registered! Click <u>here</u> to access the registration screen, but do return to this document and keep scrolling for registration instructions.
- Then click <u>here</u> to scroll at super speed down to the relevant page.

Yes; I know it well!

- Let's get you logged in and move ahead.
 Click <u>here</u> to access to the login page.
- Then click <u>here</u> to scroll at super speed down to the relevant page.

Registering as a New User

This is easy, so don't fret. We simply need to connect your online access to your existing employee account. You should have an Internet browser open with a screen that looks similar to the one below this text.

Once you've entered all of the fields, click the "Next" button.

Create Your Account

First, let's find your company record

First Name	This should be your local name
Jane	This should be your legal name. You can update your preferred name later, if you'd like.
Last Name	manne later, ir yeu a line.
Test	Same here. Legal name.
Company Identifier	
(provided by HR)	
US	Enter "US" as shown.
PIN	
(Last 4 Digits of SSN / ID)	Last 4 digits of your SSN
0000	
Birth Date	
(mm/dd/yyyy)	Date of Birth in format
10/26/1972	MM/DD/YYYY
Next »	

Let's Talk About a Possible Error

If you get this error above the "Next" button, something isn't lining up. It's likely the information we have on file for you isn't exactly as you have typed. Email cbchampi@sewanee.edu to get this sorted out.

We cannot locate your records. Please revise your answers or contact your Administrator for help.

Next »

Creating Something Beautiful - Your Account

The screen similar to the one below should appear after successfully completing the last step. Let's do something special and make this your own!

Create Your Account Then register a username and password We recommend you use your Sewanee e-mail address for ease Username of remembrance; however, it's (company email is recommended) completely up to you. We wouldn't jatest@sewanee.edu dare put a damper on your freespirit. Password At least 6 characters with a (minimum length of 6, number and symbol required) number and a symbol. Save it somewhere! show it Don't forget to click that you agree ✓ I agree with the terms of use if you'd like to continue.

Let's Get Acquainted

Stunning! Please read through the introduction, click the "Continue" button, read a bit more and then click the "Let's Begin" button. We're off! Click here to jump to the next relevant section.



Welcome! We're excited to have you on our team.

Say hello to your benefits management tool! Here you'll have 24/7 access to detailed information about our employee benefits program, company documents, interactive tools, and more! Click continue to find out what HR needs from you before you begin navigating your personalized employee profile.



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Participation Required

The following items are required by HR and need to be completed in a timely manner. You can log out at anytime, but be sure to come back and complete the items listed below.

Open Enrollment

Let's Begin

2/2

Logging In as an Existing User

Wonderful! You remember using Employee Navigator at some point, so we simply need to get you logged in. You should have an Internet browser open with a screen that looks similar to the one below this text. Once you're able to login, move on to the next step.



Your Username was set by you, and is likely your e-mail address. If you can't remember it, email cbchampi@sewanee.edu

You may not remember your password – it's okay! Simply use the "Reset a forgotten password" link and you'll be on your way.

Reset a forgotten password

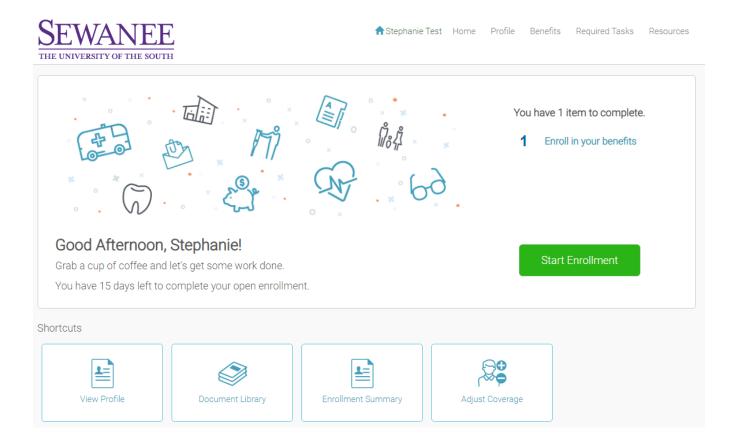
Register as a new user

Enjoying the View of a Successful Login

Welcome! You've made it past the most difficult part of the enrollment process. Let's take this to the next level.

If you'd like to browse around, review your information, check out the kitchen, etc. please do so.

If you've been here before and you're ready to leave, let's make this quick. Click the "Start Enrollment" button.



Let's Get Enrolling!

A bit of additional light reading appears. Please read and click the "Get Started" button.



Open Enrollment

Let's get rock En-rolling!

Before getting started, you'll want to have your personal information and information for your dependents ready.

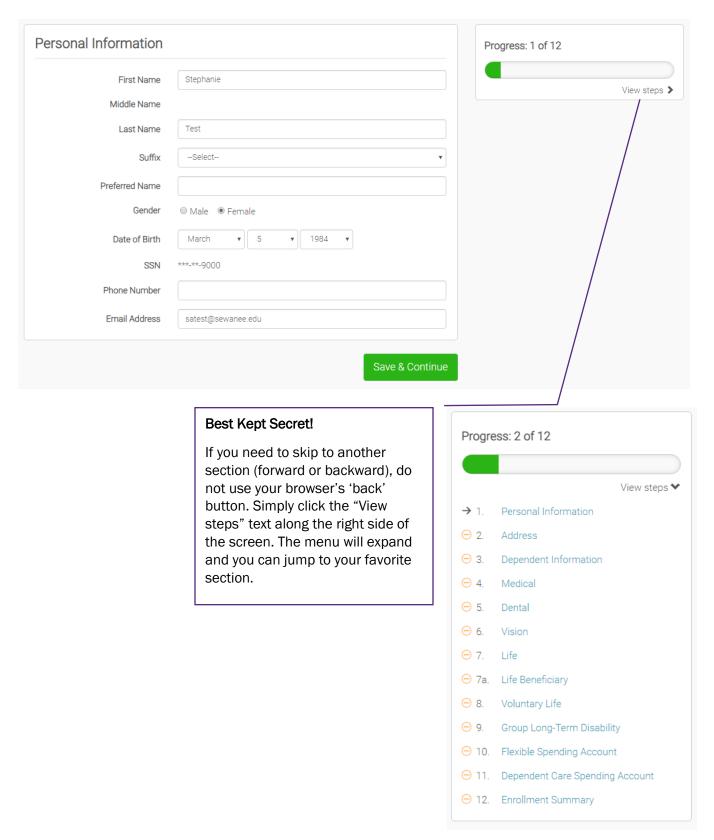
The enrollment process includes:

- Verifying your personal & dependents' demographic information
- 2. Electing your benefits & completing any related forms
- 3. Signing your enrollment confirmation summary

Get Started

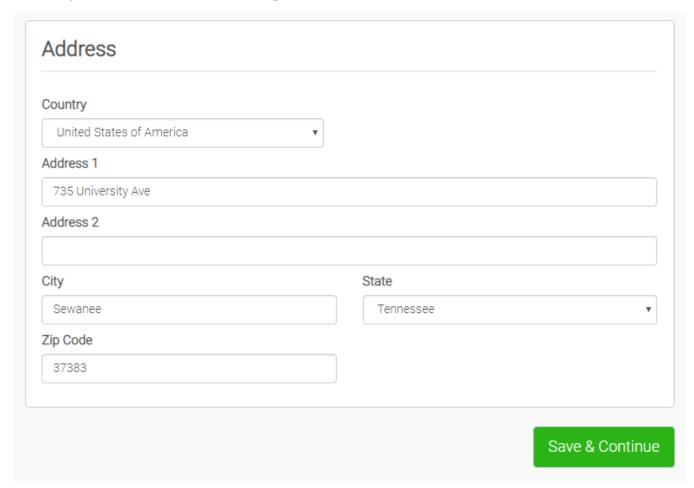
Confirm Your Personal Information

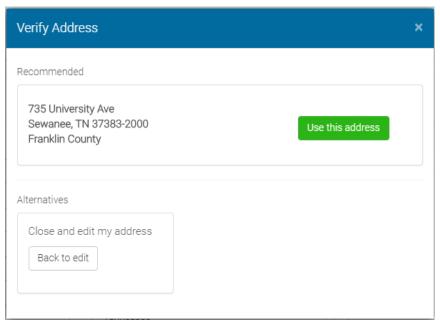
Look over your personal information, but please let us know if your name, gender or date of birth needs to be updated by emailing cbchampi@sewanee.edu. Feel free to update your preferred name and phone number if you'd like.



Where's Home?

Double check your address to ensure we have the most current information housed within this system. It's where any ID cards or other benefit mailings will be sent.



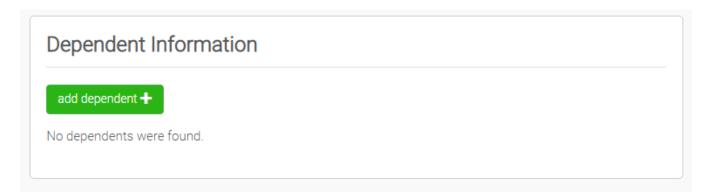


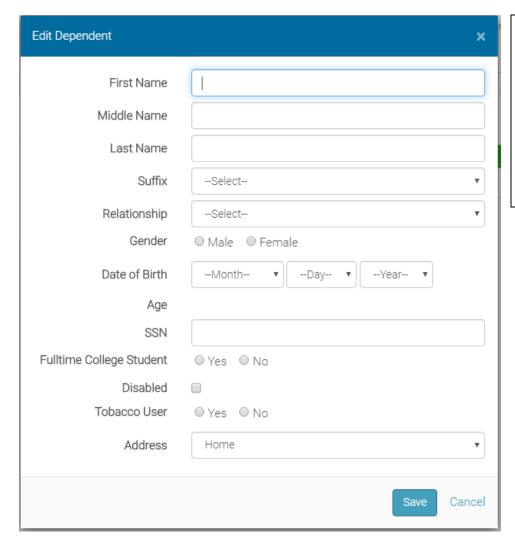
You'll likely be asked to verify your address. The software is attempting to check your entry against registered postal addresses. If it proposed something different than what you've input and you know you're correct, simply override it by using an available Alternative option that would appear along the bottom of the screen.

Other Than Us, Who Depends on You?

This is an important step if you'd like to enroll your eligible dependents (spouse, partner, children under age 26, disabled children over age 26). Take some time to review their information, update or add as necessary and then "Save & Continue."

Should you need to delete a dependent from the system (such as a previous spouse), you can request we do that by e-mailing us here.

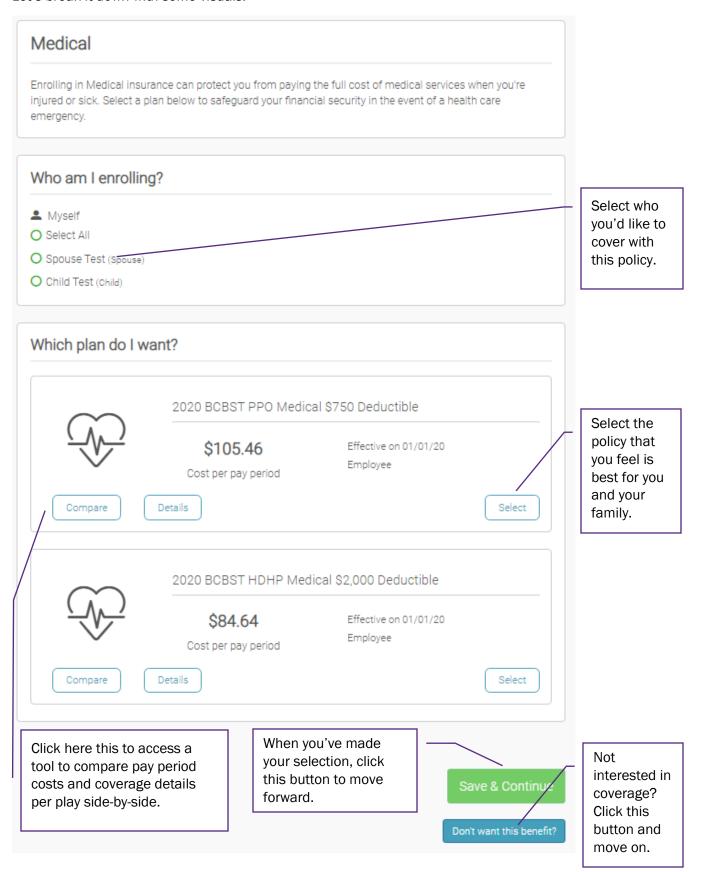




When it comes to dependent information, it's best to enter information into all of the fields for which you know the information to be accurate. It makes it easier in the future.

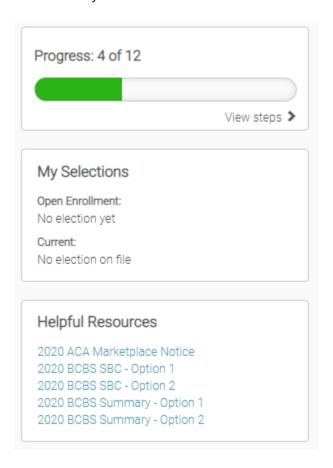
Interested in Medical Coverage?

Let's break it down with some visuals.



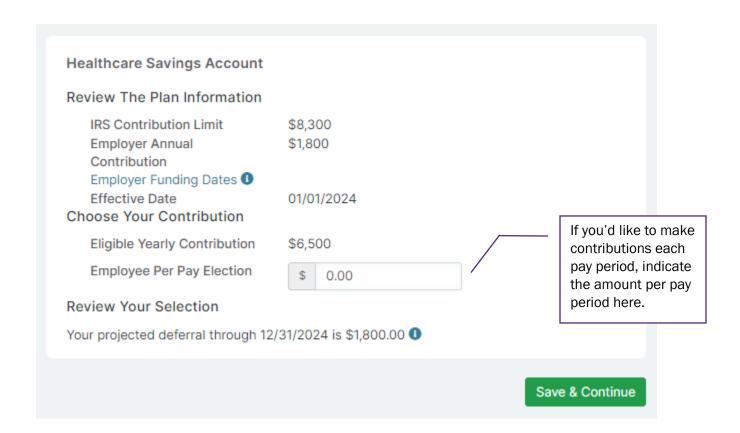
Don't Forget About Helpful Resources!

For most plans, there is a section of "Helpful Resources" with links to more information about the coverages offered. These may include links to outside sites, downloadable summaries or documents that you may need to review based on your selections.



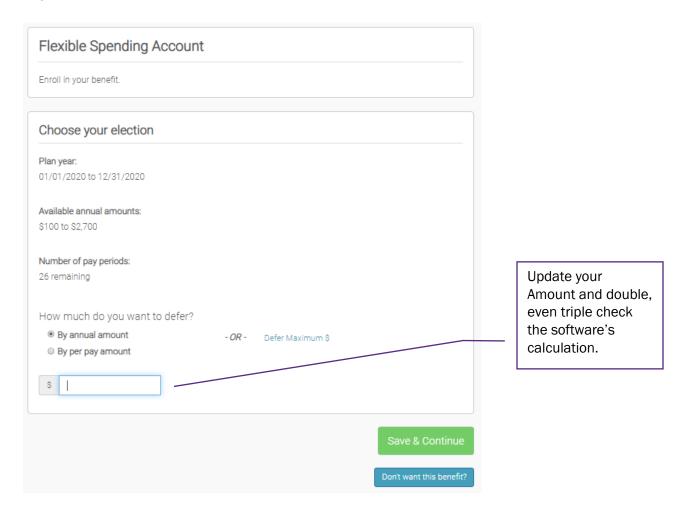
Interested in a Health Savings Account (HSA)?

If and only if you've enrolled in the High Deductible Health Plan (HDHP), will you be eligible to be enrolled in the Health Savings Account (HSA), a tax free account to use toward <u>eligible medical</u>, <u>dental</u>, <u>and vision expenses</u>. If eligible, you'll automatically receive the University's monthly contribution; however, you can go ahead and elect to make your own contribution to the account via payroll deduction. With an HSA, you can update this at any point during the year, so don't add pressure to yourself if you're not ready to commit to making your own contributions., You are encouraged you to check out the "Helpful Resources" to ensure this enrollment is right for you. If you still have additional questions, please let us know.



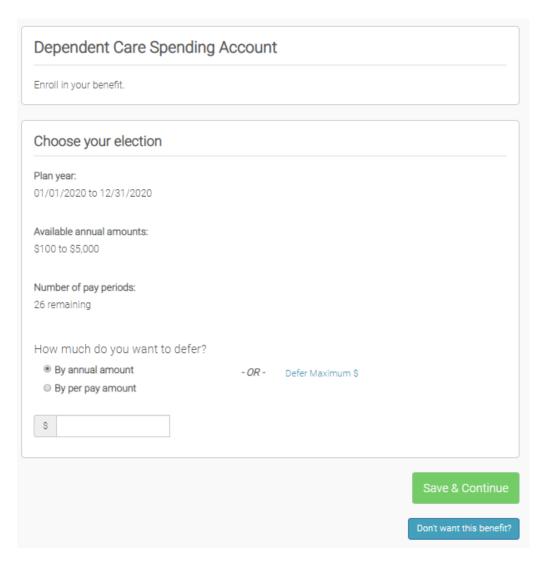
Interested in a Healthcare Flexible Spending Account (HCFSA)?

If and only if you're **not** enrolled in an HAS-eligible High Deductible Health Plan (HDHP) at the University or elsewhere, will you be eligible to be enrolled in the HCFSA. If you're interested in having payroll dollars deducted each pay period to be deposited into a tax free account to use toward eligible medical, dental, and vision expenses, we encourage you to check out the "Helpful Resources" to ensure this plan is right for you. If you still have additional questions, please let us know.



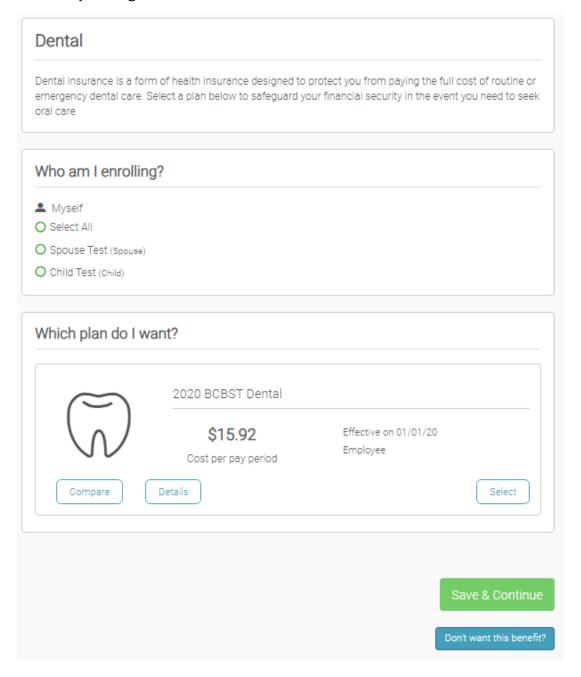
Interested in a Dependent Care Flexible Spending Account (DCFSA)?

If you're interested in having payroll dollars deducted each pay period to be deposited into a tax free account to use toward care for your dependents (such as childcare expenses), we encourage you to check out the "Helpful Resources" to ensure this plan is right for you. Enrollment in a HSA does not affect your eligibility to enroll in a DCFSA. If you still have additional questions, please let us know.



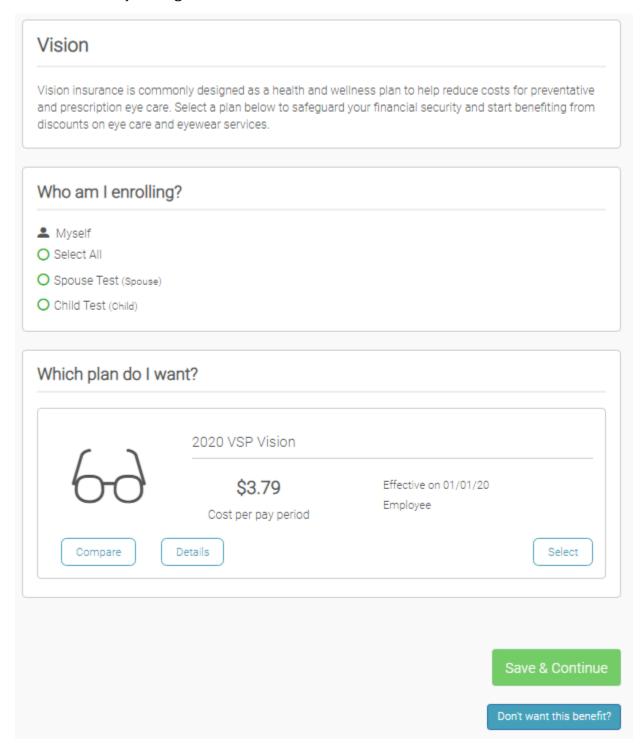
Interested in Dental Coverage?

Make your selection or choose not to enroll in the same manner in which you made your medical plan decision. Choose who you'd like to cover (if anyone), select the plan and either "Save & Continue" or decline to enroll by clicking "Don't want this benefit?"



Interested in Vision Coverage?

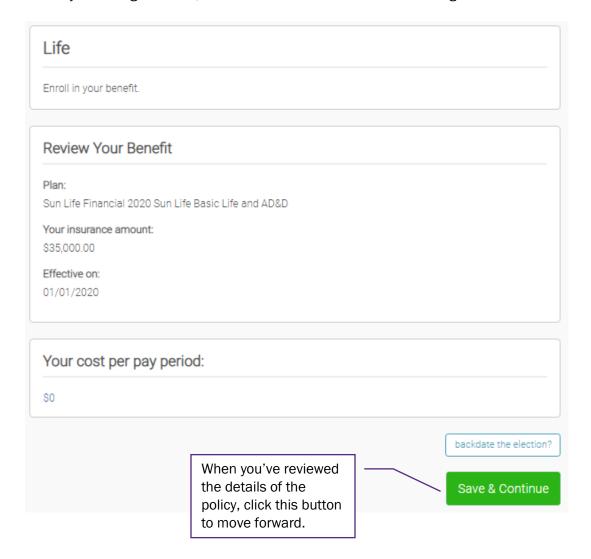
Make your selection or choose not to enroll in the same manner in which you made your medical and dental plan decisions. Choose who you'd like to cover (if anyone), select the plan and either "Save & Continue" or decline to enroll by clicking "Don't want this benefit?"



Review Your Complimentary Life Insurance

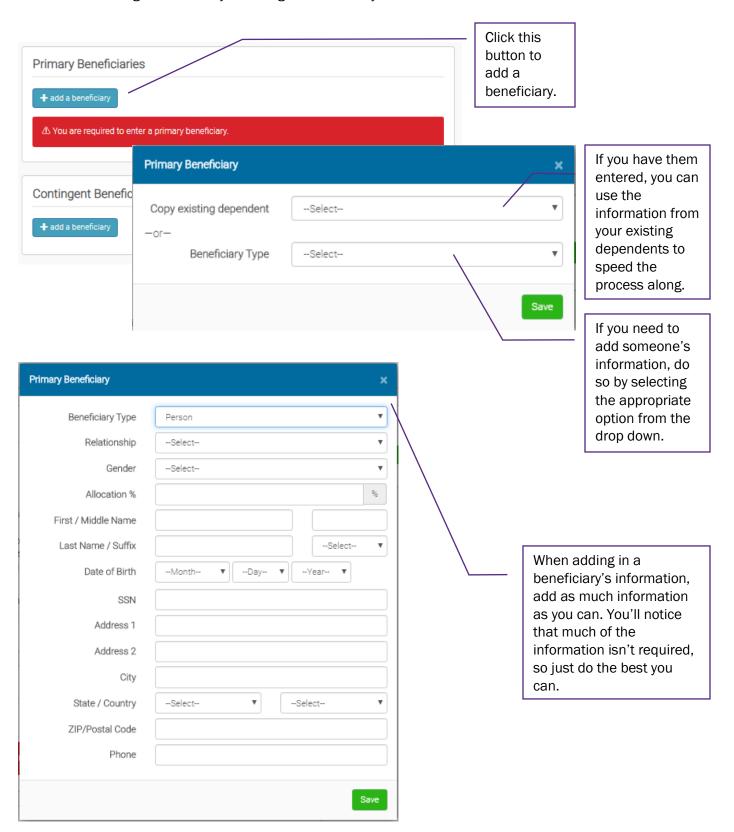
If eligible, you'll have an opportunity to review the details of the life insurance coverage that the University provides to you at no cost. The amount of the insurance should be equal to your base pay rounded up to the nearest \$1,000. If you feel there is an error in the software's calculation, email cbchampi@sewanee.edu for a review.

Note: If you are 65 years of age or older, this amount is reduced to 65% of the original amount. If you are 70 years of age or older, the amount is reduced to 50% of the original amount.



Record Beneficiaries for Your Life Insurance

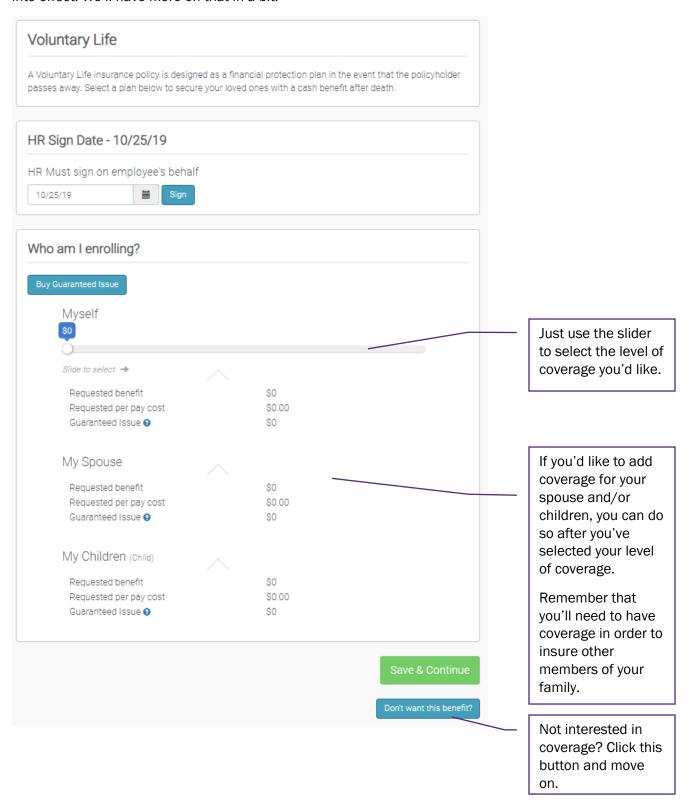
If eligible for complimentary life insurance, you'll need to record at least one beneficiary. We don't recommend leaving it without anyone assigned to it or to your estate.



Need More Life Insurance?

If eligible, you can purchase additional life insurance beyond the coverage provided by the University.

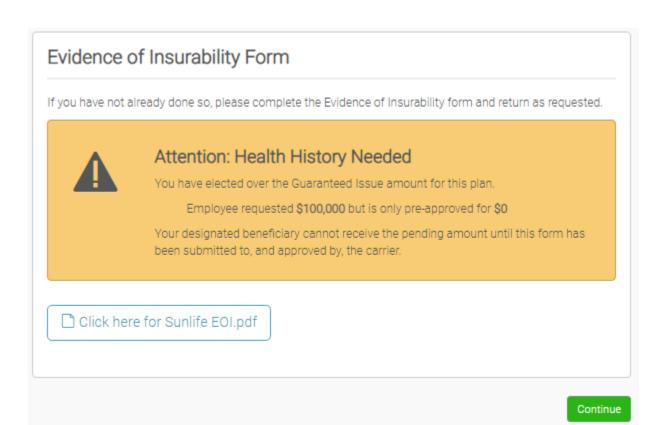
If you are requesting an increase in coverage (including adding coverage when you previously had none), you'll need to complete an Evidence of Insurability (EOI) and have it approved before the new amount goes into effect. We'll have more on that in a bit.



Adding or Increasing Life Insurance?

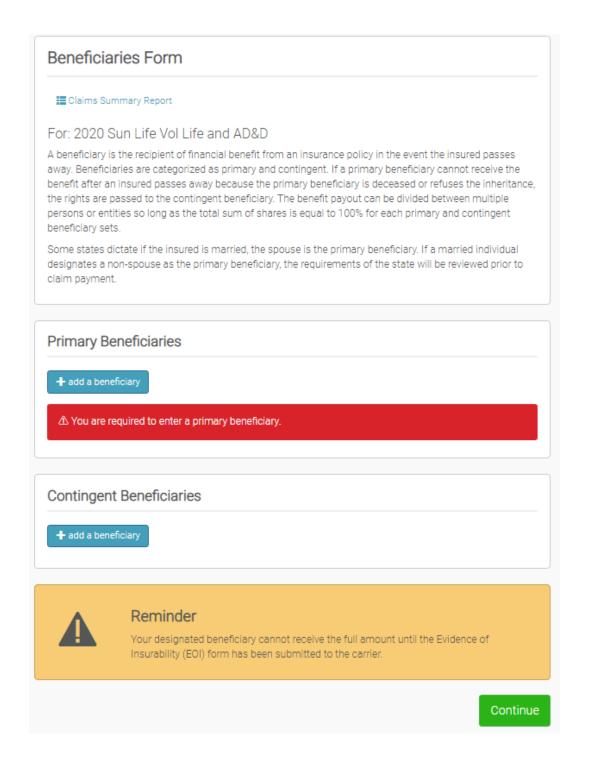
If you elected to add coverage or increase your existing coverage, you may need to complete an Evidence of Insurability (EOI). Don't worry, we can assist you if you'd like. USAble simply wants to know why you are now interested in coverage when you weren't last year or why you're wanting to increase it. Often, no medical visit is required, but they want additional information before extending coverage.

Simply click the link to download the form and follow the instructions to complete it and submit it to USAble.



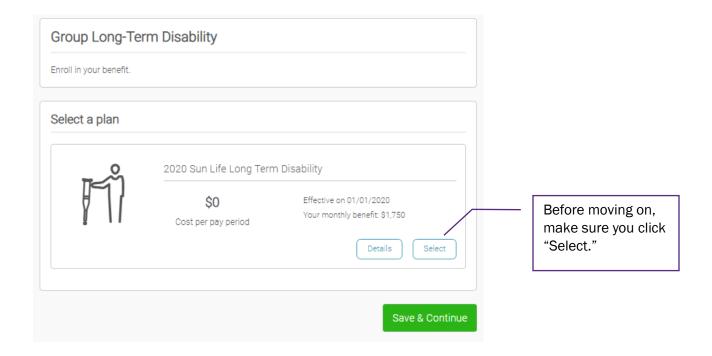
Record Beneficiaries for Your Additional Life Insurance

This probably looks familiar. For the specific steps, please click <u>here</u> to scroll back up to the previous page that looks like this.



Review Your Complimentary Long Term Disability Coverage

If eligible, you'll have an opportunity to review the details of the long term disability coverage that the University provides to you at no cost. The amount of the insurance should be equal to 60% of your monthly base pay up to a maximum of \$7,000 per month. If you feel there is an error in the software's calculation, email cbchampi@sewanee.edu for a review.



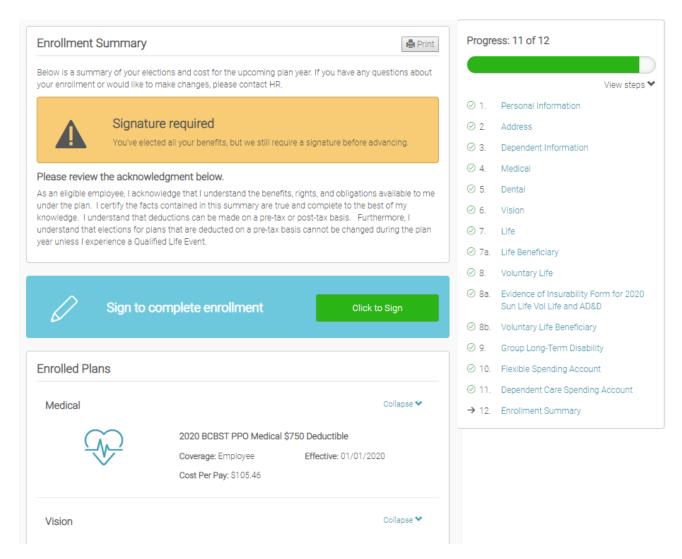
Let's Give it a "Once Over."

You're almost there. Close your eyes, take a deep breath, count to 10... now open them and let's get this completed! On this final page, please check over all of your elections and the amounts of those elections. Then check one more time, you know, for fun.

If they look just as you remember, click the "Click to Sign" button to complete your enrollment.

Remember that you can come back any time before 5 p.m. on December 9th to make changes.

If anything looks strange, use the "View steps" link along the upper right to go to that page whose information seems incorrect. Make any adjustments necessary and come back to the last step to recheck everything. If you are unable to make a correction that you feel is necessary, please contact us and we'll take care of it for you.



Success!

You've completed your enrollment and nothing further is needed from you. Thank you so much for your time and the effort taken to complete this process. Should you have any additional questions, please let us know.

