## Instructions for 2018 Benefits Enrollment Online

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HOW TO GET TO BENEFITS ENROLLMENT ONLINE

Start from the Hornet Hive  https://portal.kzoo.edu/staff/Pages/default.aspx

You may have to log on using your Kalamazoo College ID and Password.

Click on Web Advisor for Employees
Then click on Employee Profile.

Click on Benefit Enrollment.
This will be the first screen in the Benefit Enrollment process. Please click on **Enroll or Change Benefits** and then click the **Submit** button.

The next screen will list the benefits that are available for enrollment online. Please check each box to enroll in or decline each benefit. Please note it is important to decline benefits you do not enroll in for 2018. Also, there are links below for information that is not included on Benefits Enrollment Online. Click the **Submit** button after checking the boxes.
HOW TO ENROLL IN HEALTH INSURANCE

Please Select or Decline the type of Health Insurance you would like to enroll in for 2018. If you select Double or Family coverage you must check the Coverage Rule box. The Kalamazoo College Spouse/Domestic Partner Coverage Rule can be viewed on the bottom of this Benefits Enrollment Online page. Click on the Submit button.

More information about the plans can be found at https://reason.kzoo.edu/hr/benefits/healthinsurance/.

The next screen will let you review the benefit selected. Click on Save information and go to the next form and click the Submit button.
HOW TO ADD DEPENDENT(S)

If you have chosen Double or Family coverage Benefits Enrollment Online will prompt you to add your dependents. Choose Add or Manage Dependents and click on the Submit button.

Click on Add New and then click the Submit button.
Enter your dependent’s name and information to the form. Choose **Save information and go to next form** and then click the **Submit** button.

The Dependent/Beneficiary pool screen lets you choose to edit your dependent(s) information, Add New or Return to the View Dependents form. You can make the selection of your choice and once you are done adding dependents please choose **Return to the View Dependents form** and then click on the **Submit** button.
Click on the Dependent(s) you wish to add to Health Insurance and then click on **Save information and go to the next form** and then click on the **Submit** button.
HOW TO ENTER HEALTH CARE PROVIDER(S)

Enter the Medical Care Providers Name and Priority Health Provider ID for yourself/dependent(s). If you need to look up your Provider(s)' information there is a Doctor Lookup link near the top of the page. You can right click on the Provider ID on the Priority Health website to copy the ID and paste into Benefits Enrollment Online. Choose to Save information and go to the next form and then click on the Submit button.
HOW TO LOOK UP A PROVIDER ID

Click on the **Doctor Lookup** link in the previous screen. This will bring you to the Priority Health website. Choose plan PriorityPOS A and then type in the zip code for your provider’s location. Click the **Next** button.

Choose the category or type in your provider’s name or office name and click on the corresponding **Search** button.
This is the number you will copy into the Benefits Enrollment Online **Enter a Provider** page.
HOW TO ENROLL IN DENTAL INSURANCE

Please Select or Decline the type of Dental Insurance you would like to enroll in for 2018. If you select Double or Family coverage you must check the Coverage Rule box. The Kalamazoo College Spouse/Domestic Partner Coverage Rule is listed at the bottom of this Benefits Enrollment Online page. Please click on the Submit button.

[Form for selecting Dental Insurance options]

[Checkboxes and radio buttons for coverage levels]

[Submit button]
Select your dependent(s) if you need to and Add or Manage Dependent(s) as needed (see page 7.) When complete choose **Save information and go to the next form** and click on the **Submit** button.
HOW TO ENROLL IN DEPENDENT CARE FLEX

Choose either Decline or Flexible Dependent Care for 2018. Choose the Save information and go to the next form. Click the Submit button.

Enter the Annual Amount you choose for 2018 (amounts must be equally divisible by your number of pay periods). Choose the Save information and go to the next form. Click the Submit button.
Select your dependent(s) if you need to and Add or Manage Dependent(s) as needed (see page 7.) When complete choose **Save information and go to the next form** and click on the **Submit** button.
HOW TO ENROLL IN FLEXIBLE MEDICAL REIMBURSEMENT

Please Select or Decline the type of Flexible Medical Reimbursement you would like to enroll in for 2018. Choose the Save information and go to the next form. Click the Submit button.

Enter the Annual Amount you choose for 2018 (amounts must be equally divisible by your number of pay periods). Choose the Save information and go to the next form. Click the Submit button.
Select your dependent(s) if you need to and Add or Manage Dependent(s) as needed (see page 7.) When complete choose **Save information and go to the next form** and click on the **Submit** button.
HOW TO ENROLL IN VISION INSURANCE

Please Select or Decline the type of Vision Insurance you would like to enroll in for 2018. If you select Double or Family coverage you must check the Coverage Rule box. The Kalamazoo College Spouse/Domestic Partner Coverage Rule is listed at the bottom of this Benefits Enrollment Online page. Please click on the Submit button.
Select your dependent(s) if you need to and Add or Manage Dependent(s) as needed (see page 7.) When complete choose **Save information and go to the next form** and click on the **Submit** button.
HOW TO COMPLETE ENROLLMENT & SIGN FOR FINAL ENROLLMENT

Please review the Enrollment Confirmation page. On this page you can view your pending elections for 2018. You can change these elections until 11:59pm November 15, 2016.

On the Enrollment Confirmation page please choose from one of the following:

- Save Choices and Complete Later
- Save and go back to make other selections and corrections
- Manage Dependents/Beneficiaries
- Ready to Sign

You have **NOT** completed Benefits Enrollment Online for 2018 until you choose ready to sign **AND** check the Electronic Signature for Final Enrollment **AND** click the Submit button.

When your Benefits Enrollment Online is completed you will see the following message and then click the OK button.

Congratulations you have completed Benefits Enrollment Online!
HOW TO MAKE CHANGES AFTER YOU SIGNED BENEFITS ENROLLMENT ONLINE BEFORE 11:59PM NOVEMBER 15th, 2017

Sign back into Benefits Enrollment Online following the instructions at the beginning of this information.

When you get to the screen below choose the Remove my signature and allow changes to my elections option and then click the Submit button.

Choose Enroll or Change Benefits and then click on the Submit button.

Be sure to complete all the steps in the instructions above and electronically sign to complete Benefits Enrollment Online.
WHERE TO FIND MORE INFORMATION ABOUT YOUR BENEFITS

To find more detailed information about your benefits please visit

https://reason.kzoo.edu/hr/benefits/.

HOW TO GET FURTHER ASSISTANCE WITH BENEFITS ENROLLMENT ONLINE

There are three available Benefits Enrollment Online sessions available for further assistance. These sessions are scheduled as follows:

- November 7th, 2017 from 9am-12pm
- November 13th, 2017 from 2pm-5pm

HOW TO CONTACT HUMAN RESOURCES WITH BENEFITS QUESTIONS

Please contact HRBenefits@kzoo.edu or call (269) 337-7223 with questions regarding benefits.