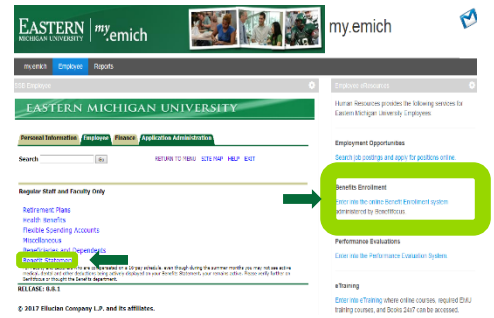


How to Enroll, Change, or View Your Benefits

Logging In

- 1) Visit my.emich.edu
- 2) Click on the Employee tab
- 3) Click on **Enroll in Benefits** listed on the right
 - To log in, use your EMU NetID Username and Password
- 4) After securely logging in, click the large green button “**Enroll Now**”
- 5) Next: “**Get Started**”

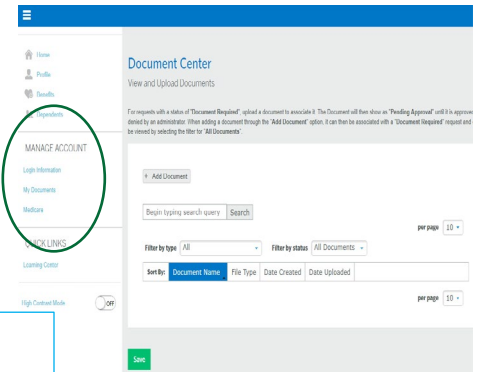


Dependent and Medicare Verification

Verify/Update/Add/Remove Dependents

Date of birth, Social Security number required

Proof of Dependency documentation can be uploaded during or after the enrollment within 30 days by clicking on “**Document Center**” or brought to the HR/Benefits Office. A list of acceptable documents is available on emich.edu/hr.



Helpful Tips:

Each “section” in Benefitfocus is part of an “Offer”. The Health Offer must be completed in its entirety in order to save your elections at the end. Once completed, you can still review and “edit” costs and coverage.

Costs are displayed in the upper right (click on the shopping cart). The benefits and information in each section is **specific to your employee class only**.

Current Benefits Review

Once you are on “**Welcome to the EMU Benefits Enrollment**” you can your review your benefits.

To access your current benefit elections, under **My Documents** on the bottom left click on

- **Employee Detail Report** or **Employee Benefits Summary**

You can also click on **Benefits** on the left side menu to see a display of your elections

(summary of costs per pay is available by clicking on the shopping cart in the upper right corner)

Enrollment

- “Get Started” and enter your Life Event in order to make allowable changes
- For 403b and 457b employee contributions changes and beneficiary changes – no Life Event is needed
- Before you can complete your enrollment, you must enter the date of your Life Event Change and then, respond to the spousal coverage affidavit questions (first for medical, then dental)
- You may also be asked to decline or elect the new 457b Post-tax Retirement Plan Option at the end of the workflow. This retirement option refers to the recently-added:
 - POST TAX 457b ROTH OPTION
 - Declining 403b or any of the 457b options refer to your employee contributions only
 - Declining 403b or 457b options do not impact EMU contributions or MPSERS, may impact match
 - Beneficiaries for any of the retirement Plan options are updated directly on the TIAA.org web site

Click on “Save: and then “**Complete Enrollment**” button at the end of the page to finish your enrollment.