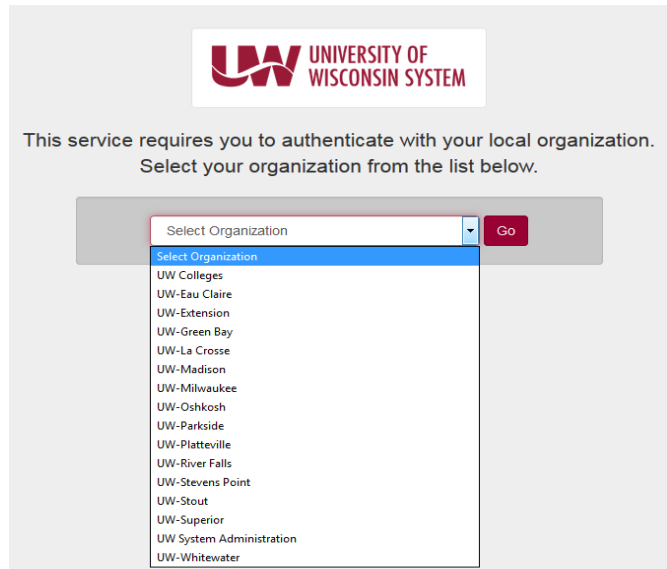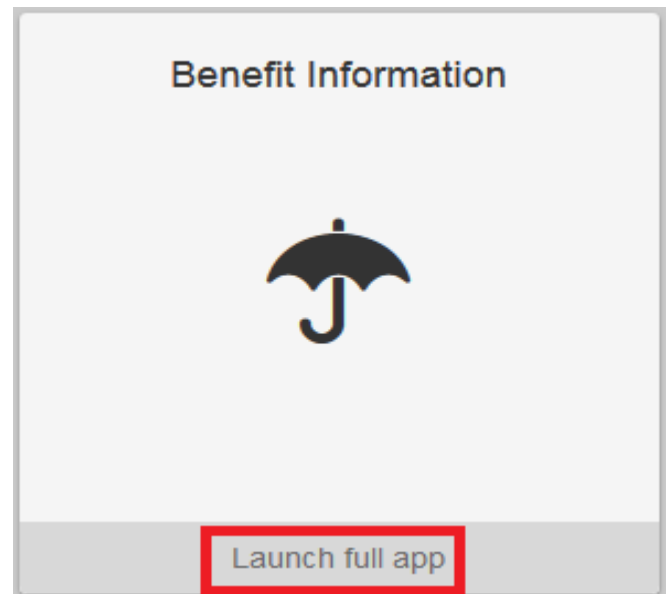|	
Step 1: Log in to the MyUW portal. Access MyUW portal at my.wisconsin.edu, select your institution, and enter your username and password.	
Step 2: Go to the Benefits Information tile. Once logged into MyUW portal, go to the Benefit Information tile. Click on "Launch full app."	
Step 3: Click the Benefits Enrollment link to self enroll. Once the full Benefit Information application is launched, there will be a statement informing you of any benefit enrollment opportunities. Click the "Benefits Enrollment" link to begin. If you are eligible for benefits but do not see a "Benefits Enrollment" link, contact your institution benefits contact.	
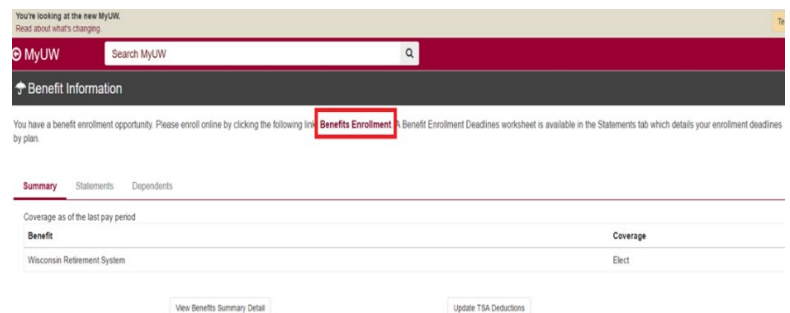
Step 4: Click 'Select' to begin. On the Benefits Enrollment screen, click "Select" to begin enrollment.	**Your Benefit Events** | Event Description		Event Date	Short Name	Job Title	
Hire Grad	ⓘ	11/18/2016	Open	LECTURER	Select	
---	---
Step 5: Choose benefits plans and add dependents. After clicking on the Select button, the Enrollment Summary screen will show all benefits plans where there is eligibility. To begin making elections, click the "Edit" button next to the benefit plan(s). After clicking "Edit," read each plan description and follow the instructions on the screen. Employees are required to select a coverage level and identify which dependents you will be covering on the plan.	**Enrollment Summary** **State Group Health** — Before Tax / After Tax — Edit Current: Waive New: Waive **Dental Wisconsin** — Before Tax / After Tax — Edit Current: Waive New: Waive **EPIC Benefits+** — Before Tax / After Tax — Edit Current: New: **VSP Vision Insurance** — Before Tax / After Tax — Edit Current: Waive New: Waive **State Group Life - Basic** — Before Tax / After Tax — Edit Current: Waive New: Waive **State Group Life-Supplemental** — Before Tax / After Tax — Edit Current: Waive New: Waive **State Group Life - Additional** — Before Tax / After Tax — Edit Current: Waive New: Waive **State Group Life - Sp/DP & Dep** — Before Tax / After Tax — Edit Current: Waive New: Waive **Ind & Fam Life - Employee** — Before Tax / After Tax — Edit Current: Waive New: Waive **Ind & Fam Life - Spouse/DP** — Before Tax / After Tax — Edit Current: Waive New: Waive

Enrolling Dependents

Once a benefit plan has been selected, additional information to "Enroll Your Dependents" will appear at the bottom of the page. Click the "Add/Review Dependents" button to add dependents. Once dependents have been added, click "Return to Event Selection" to return to the enrollment page and click the "Enroll" checkbox next to the dependent's name to add them to coverage.

Important: For dependents to be covered under a benefit plan, the checkbox next to the dependent's name must be selected. *This needs to be done for the following benefit plans: State Group Health, Supplemental Dental, and Vision Insurance.*

Once selections have been made for the benefit plan, including adding dependents, click "Update and Continue."

Enroll Your Dependents

In order to cover your eligible family members, you must enroll your dependents by checking the **Enroll** box next to the dependent's name. Click the **Add/Review Dependents** button below to add dependents or to view a full list of your dependents. Upon entering your dependent(s) the list below will display all individuals who are currently eligible to be selected as dependents for this plan.

When adding a dependent complete all fields marked with an asterisk (*). **PLEASE ENTER ALL INFORMATION IN CAPITAL LETTERS.** If you do not have a Social Security Number (SSN) for a dependent, please remove the "XXX-XX-" from the SSN field and leave the field blank.

If the information for an existing listed dependent needs to be updated, contact your human resources office for assistance. Click here for the list of institutional human resources contacts.

For details on dependent eligibility, including dependent child age restrictions, under each type of benefit plan click here. For information on covering a domestic partner and important tax information click here. To review a list of eligible dependent types click here.

Please note that additional documentation may be required to verify dependent eligibility. All statements and answers furnished in this application, to the best of your knowledge, must be complete and true, under penalty of Wis Stat. § 943.395.

Dependent Beneficiary

Enroll	Name	Relationship
☑	Bucky Badger	Spouse

[Add/Review Dependents]

[Update and Continue]   [Discard Changes]

Select the **Update and Continue** button to store your choice until you are ready to submit your final enrollment on the Enrollment Summary.

Select the **Discard Changes** button to ignore all entries made on this page and return to the Enrollment Summary.

In the next screen, review the election made for the benefit plan by checking the benefit plan, coverage level, and covered dependents. If correct, click "Update Elections" to save the election and return to the Enrollment Summary screen.

Continue to make benefit selections by clicking the "Edit" button for each plan.

Your Choice

You have chosen   Benefit Plan Name Will be Listed Here

Your Estimated Monthly Cost

Your Cost $ XX.XX

Your Covered Dependents

Dependent Information

Name	Relationship
AMY ▮▮▮▮	Spouse
BUCKY BADGER-SMITH	Child Tax Dependent

Notes

Your election to enroll or waive coverage will remain in effect for the entire plan year (January 1 - December 31) unless you have an eligible life event change during the year that allows you to change coverage midyear.

If you enrolled in a High Deductible Health Plan (HDHP) you must also be eligible for and enroll in the Health Savings Account (HSA).

[Update Elections]   [Discard Changes]

Step 6: Finalize elections and Submit.

After all elections have been made, review the Enrollment Summary page to confirm elections are correct. The plans enrolled in will be listed next to the word "New:" under each benefit plan. If all elections are correct, click "Save and Continue" to start the submission process.

Election Summary				
Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax	Employer
Costs	45.50	45.50	0.00	535.44
Your Costs	45.50	45.50	0.00	

These costs do not include certain choices that are based on variable earnings.

Save and Continue

Click **Save and Continue** to start the submission process.

ℹ️ Important: Your enrollment will not be complete until you click the Save and Continue button to begin the submission process.

Next, click on the "Submit" button to finalize the elections and send them to human resources.

A message will appear that all benefit choices have been successfully submitted.

Note: Click "Cancel" if not ready to submit choices. This does not remove any data entered. It will only end the submission process. Remember that elections must be submitted within the 30-day new employee enrollment period.

WARNING: If you do not submit your benefit elections within your initial enrollment period, you will have limited opportunities to elect coverage in the future.

By enrolling for benefits via Self Service, you are agreeing to the Terms and Conditions that apply to each of the plans you have elected. Click here to review the Terms and Conditions.

The UW System and the Department of Employee Trust Funds comply with applicable Federal civil rights laws and do not discriminate on the basis of race, color, national origin, age, disability or sex.

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-877-533-5020 (TTY: 1-800-833-7813).

LUS CEEV: Yog tias koj hais lus Hmoob, cov kev pab txog lus, muaj kev pab dawb rau koj. Hu rau 1-877-533-5020 (TTY: 1-800-947-3529).

Authorize Elections

By clicking **Submit** I understand that Wis. Stat. §943.395 provides criminal penalties for knowingly making false or fraudulent claims on this election of benefits and hereby certify that, to the best of my knowledge and belief, all information provided is true and correct. I agree to the provisions of the plans in which I have enrolled and hereby authorize deduction of the premium(s) from my salary. I understand that additional documentation may be required at any time to verify eligibility. I authorize the University of Wisconsin to send any necessary personal information to my selected providers to initiate and support coverage.

Submit   Cancel

Click **Submit** to send your final choices to your human resources office. The day after you complete your enrollment you will receive an email notice and with instructions on how to view your Confirmation Statement.

Step 7: Review benefits.

Once enrollment is submitted, review selections through the MyUW portal. Follow steps 1 and 2 above to navigate to the Benefit Information page. To view new elections, click on "View Benefits Summary Detail" at the bottom of the page. On the Benefits Summary screen, enter the effective date of benefits enrollment in the date field and press the "Go" button. (For most benefit plans, the effective date will be the first of the month on or following the employees' eligibility date.) This will show benefits plans effective as of the date selected.

Within 24-48 hours after you have submitted your elections you will receive an email with instructions on how to review your Confirmation Statement. This statement will confirm the benefit plans you successfully enrolled in. If there are any discrepancies or

changes are needed, contact institution benefits contact as soon as possible. **Note: Changes can only be made to elections in the MyUW portal during the 30-day enrollment opportunity.**	