### How to Self Enroll Using the MyUW Portal

#### Step 1: Log in to the MyUW portal.
Access MyUW portal at [my.wisconsin.edu](http://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](http://institutionbenefitscontact).
Step 4: Click ‘Select’ to begin.

On the Benefits Enrollment screen, click “Select” to begin enrollment.

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.
**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.”

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.
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.

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.

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
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<th>changes are needed, contact <a href="#">institution benefits contact</a> as soon as possible.</th>
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<td><strong>Note:</strong> Changes can only be made to elections in the MyUW portal during the 30-day enrollment opportunity.</td>
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