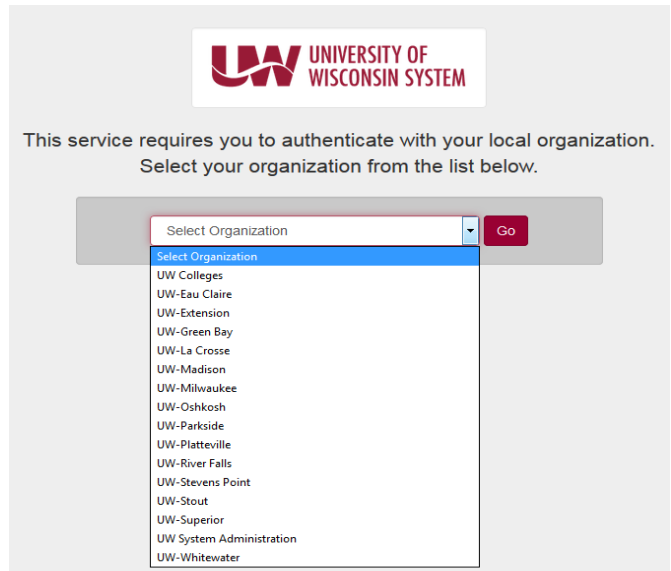


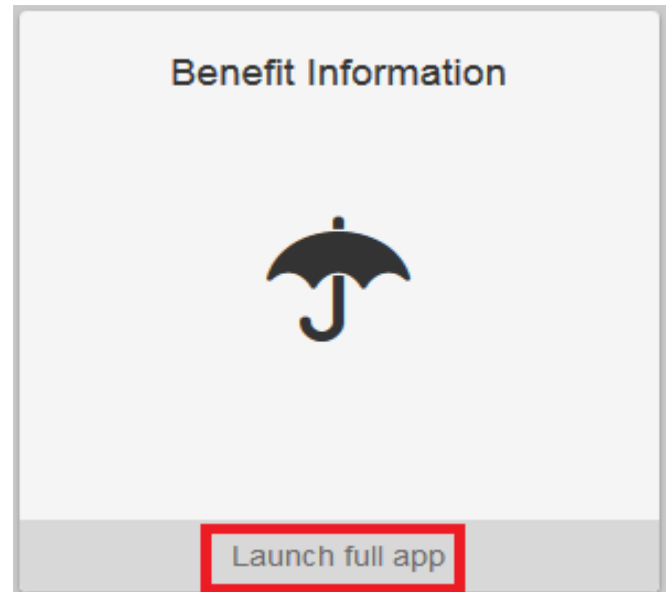
## Step 1: Log in to the MyUW portal.

Access MyUW portal at [my.wisconsin.edu](http://my.wisconsin.edu), select the correct institution, and enter the username and password.



## Step 2: Go to the Benefits Information module.

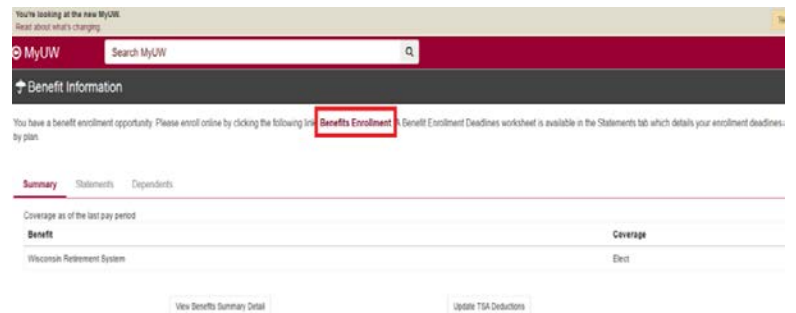
Once logged into MyUW portal, go to the Benefit Information module. Click on "Launch full app."



## Step 3: Click the Benefits Enrollment link to access Self Service.

Once the full Benefit Information application is launched, there should be a statement informing of any benefit enrollment opportunity. Click the "Benefits Enrollment" link to begin.

If an employee is eligible for benefits but does not see a "Benefits Enrollment" link, contact the [human resources office](#) for the corresponding institution.



**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
				<a href="#">Select</a>

**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 will be required to select a coverage level and identify which dependents should be covered on the plan.

Enrollment Summary			
State Group Health	Before Tax	After Tax	<a href="#">Edit</a>
Current: Waive			
New: Waive			
Dental Wisconsin	Before Tax	After Tax	<a href="#">Edit</a>
Current: Waive			
New: Waive			
EPIC Benefits+	Before Tax	After Tax	<a href="#">Edit</a>
Current:			
New:			
VSP Vision Insurance	Before Tax	After Tax	<a href="#">Edit</a>
Current: Waive			
New: Waive			
State Group Life - Basic	Before Tax	After Tax	<a href="#">Edit</a>
Current: Waive			
New: Waive			
State Group Life - Supplemental	Before Tax	After Tax	<a href="#">Edit</a>
Current: Waive			
New: Waive			
State Group Life - Additional	Before Tax	After Tax	<a href="#">Edit</a>
Current: Waive			
New: Waive			
State Group Life - Sp/DP & Dep	Before Tax	After Tax	<a href="#">Edit</a>
Current: Waive			
New: Waive			
Ind & Fam Life - Employee	Before Tax	After Tax	<a href="#">Edit</a>
Current: Waive			
New: Waive			
Ind & Fam Life - Spouse/DP	Before Tax	After Tax	<a href="#">Edit</a>
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.”

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.

## 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
<input checked="" type="checkbox"/>	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.

## 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.

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. Please remember that elections must be submitted within the 30-day new employee enrollment period.

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.

**i** Important: Your enrollment will not be complete until you click the [Save and Continue](#) button to begin the submission process.

**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.

The day after submitted elections, an email with instructions on how to review the Confirmation Statement will be sent. This statement will confirm the benefit plans that were successfully enrolled in. If there are any discrepancies or

changes are needed, contact the institution human resources office as soon as possible.

**Note: Changes can only be made to elections in Self Service during the 30-day enrollment opportunity.**