Before You Begin

- Please note that the Annual Benefits Enrollment (ABE) period is October 5th - October 30th (at 4:30 PM)
- With the help of an institution Benefit Administrator and the Annual Benefits Enrollment (ABE) benefits information website (www.wisconsin.edu/abe/), research available benefits options prior to beginning enrollments.

- Review your current enrollments.

- Have all enrollment information on hand – including benefits choices and dependent information (i.e. social security number(s), date(s) of birth, and tax status). Dependent information should be entered using all capital letters.

- Expect to spend up to one hour completing benefits enrollment. It is recommended to complete benefits enrollment in one sitting.

- Thoroughly read each screen that is presented.

- Know institution login and password for accessing the My UW System Portal and eBenefits.

Resources

Resources are available to help you get through the process of enrolling in benefits.

- If you have questions regarding benefits options or eBenefits, please contact your institution Benefits Administrator.
- All online resources for Annual Benefits Enrollment (ABE) and eBenefits are consolidated on the ABE website:
  - [https://www.wisconsin.edu/abe/](https://www.wisconsin.edu/abe/)

Frequently Asked Questions

- **How do I know I am eligible to enroll in benefits using eBenefits?**
  - A communication in some form, either through paper mail or e-mail, should have been sent, informing you of the opportunity to enroll in benefits using eBenefits.
  - You should see a link in the benefits section of the My UW System Portal (my.wisconsin.edu) directing you to begin making elections through eBenefits.

- **How do I finish enrolling in eBenefits?**
  - You are presented with two submit buttons, the second of which finalizes your elections and prepares them for processing overnight.

- **I submitted my choices, but forgot to enroll in a plan. What can I do?**
  - If you need to add a plan, enroll dependents, or change one of your elections, you can get in contact with your Institution Benefit Administrator who will be able to assist you in re-opening your hire event and adding plans.

- **What happens if I don’t enroll in benefits during the Annual Benefits Enrollment (ABE) period?**
  - Your benefits plan will remain the same as the year prior to the Open Enrollment Period
  - Please note: Enrolling in FSA (Flex Spending Account) and HSA (Health Savings Account) requires enrollment annually if you choose this option.