

# Employee Benefit Elections – New Hire

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## Introduction

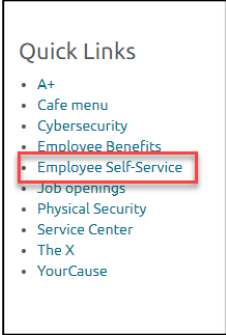
This job aid describes how to enroll in your benefits as a new hire. Please read all of the instructions as you go through the steps of electing your benefits. This ensures that you have adequate information to complete your enrollment successfully.

You may exit the site at any time. When you return, you'll pick up where you left off. You will have 30 days from your start date to enroll in Benefits. Your Benefits will be effective the 1<sup>st</sup> of the month following your start date.

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## Procedure

Follow the steps below to enroll in your benefits.

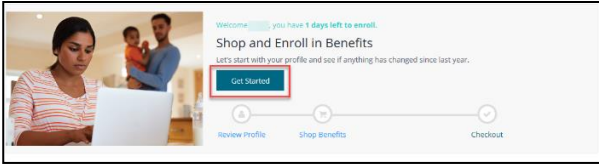
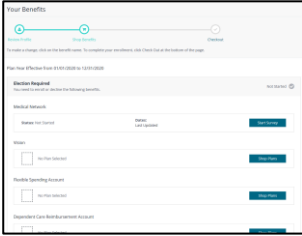
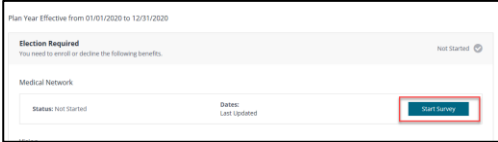
Step	Action
1	Open <b>Iris</b> .
2	Select <b>Employee-Self Service</b> . 
3	Select <b>Enroll in New Hire Benefits</b> from the ESS home page.

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## Employee Benefit Elections – New Hire, Continued

Procedure,  
continued

Step	Action
4	<p>Select <b>Get Started</b> to begin the benefits selections process.</p> 
5	<p>From the <b>My Profile</b> page, review and verify that all of your profile information is correct.</p>
6	<p>Select <b>Next: Review My Family</b> at the bottom of the screen. The Dependent Information page displays. Add all family members.</p> <p><b>Note:</b> You must include all family members in this section in order to have certain benefit options populate for you later in the enrollment process. For example, even if you're not adding them to your medical plan, to enroll in child life or spouse life, they need to be added here.</p>
7	<p>Select <b>Next: Shop for Benefits</b>.</p>
8	<p>The following screen appears.</p> 
9	<p>Start from the top: <b>Medical Network</b> and select <b>Start Survey</b>.</p> 


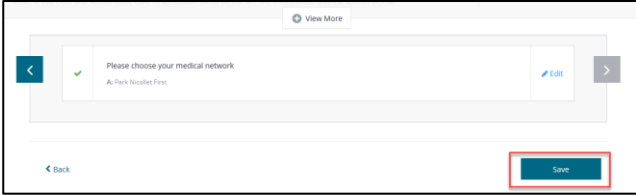
# Benefit Elections

## Introduction

Each benefit will populate as you select Update Cart or Confirm Plan. As you select or decline each benefit, the system will guide you to the next available benefit.

Or you may Select **Shop Plans** for each of the benefit plans available to you (for example, Medical, Dental, Vision, etc.), as applicable.

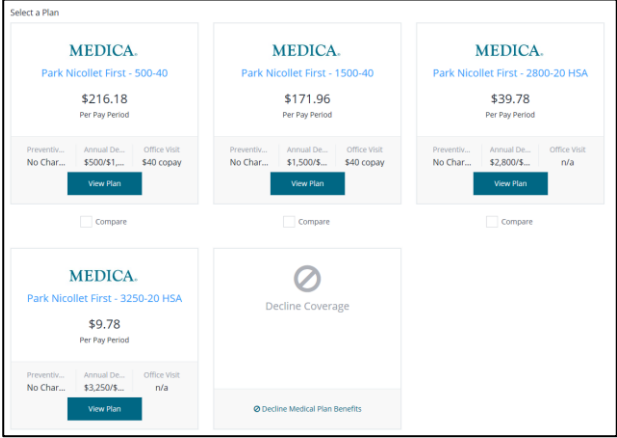
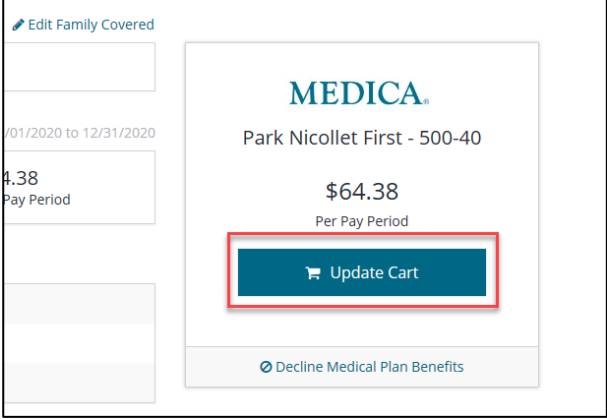
## Medical Network

Step	Action
1	<p>Select your <b>Medical Network</b> or <b>Decline</b>. Select the green arrow.</p> 
2	<p>Select <b>Save</b>.</p> 

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## Benefit Elections, Continued

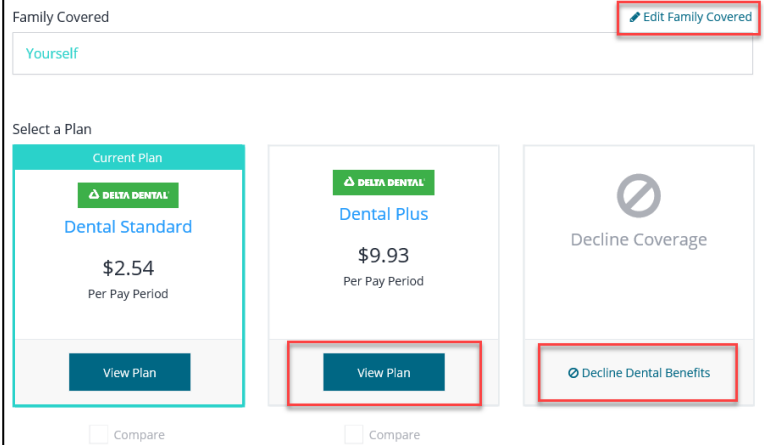
### Medical Plan

Step	Action
1	<p>Select your <b>Medical Plan</b> or select <b>Decline Medical Plan Benefits</b>.</p> <ul style="list-style-type: none"> <li>You may select <b>Edit Family Covered</b> to change who you want to cover.</li> <li>Select <b>View Plan</b> to view each plan.</li> <li>You may also compare Plans by checking the <b>Compare</b> box under the plans you want to compare, and then select <b>Compare</b>.</li> </ul> 
2	<p>After choosing a plan Select <b>Update Cart</b>.</p> 

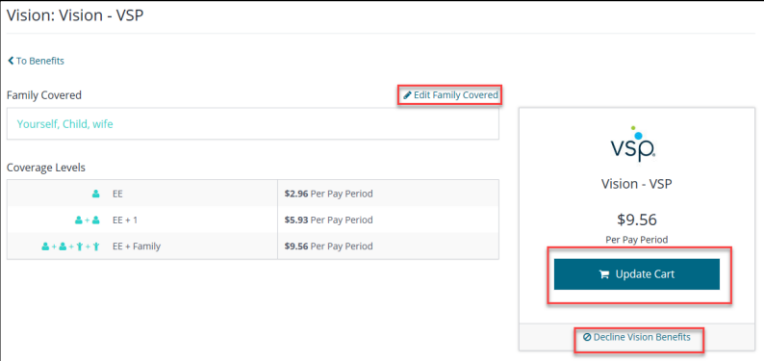
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## Benefit Elections, Continued

### Dental

Step	Action
1	<p>Select <b>View Plan</b> to review and choose a plan.</p> 
2	<p>You may <b>Edit Family Covered</b> under your dental plan.</p>
3	<p>Select <b>Update Cart</b> to elect Dental coverage or select <b>Decline Dental Benefits</b>.</p>

### Vision

Step	Action
1	<p>You may <b>Edit Family Covered</b> under your vision plan.</p> <p>Select <b>Update Cart</b> to elect Vision coverage or select <b>Decline Vision Benefits</b>.</p> 

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## Benefit Elections, Continued

### Health Savings Account (HSA)

Step	Action
1	<p>This option appears when you select one of the Medical Plans <u>with</u> a HSA.</p> <p>Select your contribution amount, then select <b>Update Cart</b>.</p> <div data-bbox="586 552 1386 840" style="border: 1px solid black; padding: 5px;"> <p>Important Information</p> <p>You are eligible for this plan due to your selection of the Medical Plan. If you want to edit your family covered for this benefit, you need to return to the Medical Plan.</p> <p>Select Coverage Amount</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p>Total annual contribution</p> <p style="text-align: center;"><b>\$50.00</b></p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p>Per pay period contribution</p> <p style="text-align: center;"><b>\$1.92</b></p> </div> </div> <div style="margin-top: 5px;"> <p>\$50 <span style="float: right;">\$3,978</span></p> </div> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 20%; margin-left: 10px;"> <p>Health Savings Account</p> <p style="text-align: center;"><b>\$1.92</b></p> <p style="text-align: center;">Per Pay Period</p> <p style="text-align: center;"><b>Update Cart</b></p> </div> <p><b>Note:</b> You don't need to contribute any amount per pay period to receive Medica's pay period contribution.</p>

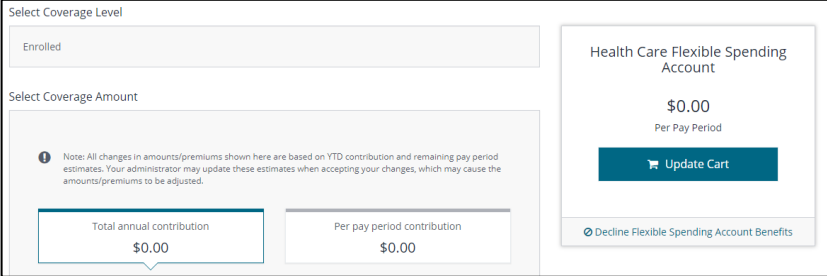
### Limited Flexible Spending Account (Limited FSA)

Step	Action
1	<p>This option appears when you select one of the Medical Plans <u>with</u> a HSA.</p> <div data-bbox="586 1230 1409 1560" style="border: 1px solid black; padding: 5px;"> <p>Select Coverage Level</p> <p>Enrolled</p> <p>Select Coverage Amount</p> <p><small>Note: All changes in amounts/premiums shown here are based on YTD contribution and remaining pay period estimates. Your administrator may update these estimates when accepting your changes, which may cause the amounts/premiums to be adjusted.</small></p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p>Total annual contribution</p> <p style="text-align: center;"><b>\$0.00</b></p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p>Per pay period contribution</p> <p style="text-align: center;"><b>\$0.00</b></p> </div> </div> <div style="margin-top: 5px;"> <p>\$0 <span style="float: right;">\$2,700</span></p> </div> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 20%; margin-left: 10px;"> <p>Limited FSA</p> <p style="text-align: center;"><b>\$0.00</b></p> <p style="text-align: center;">Per Pay Period</p> <p style="text-align: center;"><b>Update Cart</b></p> <p style="text-align: center;"><small>Decline Limited Flexible Spending Account Benefits</small></p> </div> <p>Select your contribution amount, then select <b>Update Cart</b>. Or select <b>Decline Limited Flexible Spending Account Benefits</b>.</p>

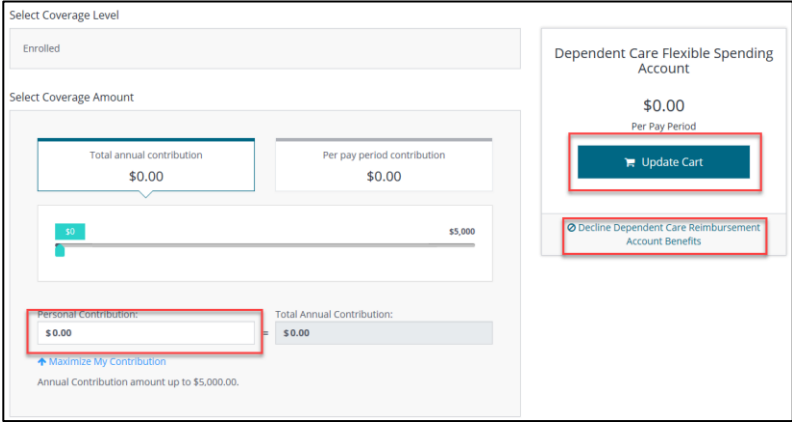
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## Benefit Elections, Continued

### Health Care Flexible Spending Account (FSA)

Step	Action
1	<p>This option appears when you select one of the Medical Plans <u>without</u> a HSA.</p>  <p>Select your contribution amount, then select <b>Update Cart</b>. Or select <b>Decline Flexible Spending Account Benefits</b>.</p>

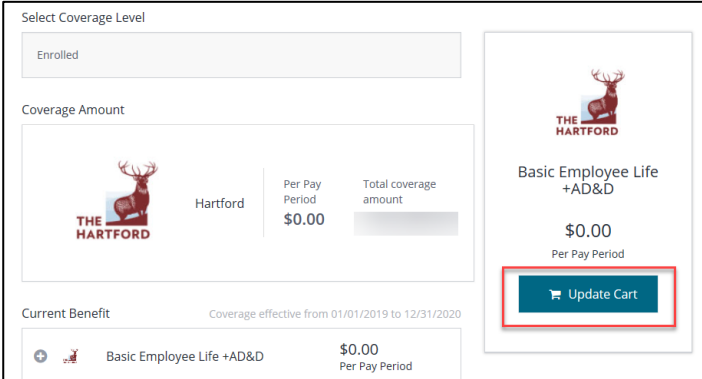
### Dependent Care Reimbursement Account

Step	Action
1	<p>This option appears when you list at least one dependent child.</p> <p>Select your contribution amount, then select <b>Update Cart</b>. Or select <b>Decline Dependent Care Reimbursement Account Benefits</b>.</p>  <p><b>Note:</b> If this does not appear as an option for you and you are interested in this benefit, you will need to navigate back to the My Family tab and add at least one child to your profile.</p>

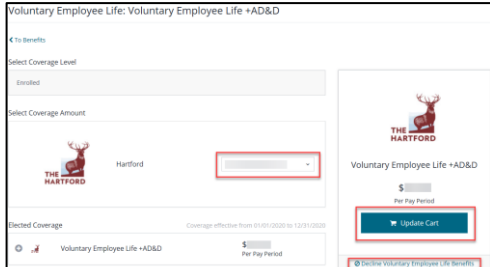
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## Benefit Elections, Continued

### Basic Employee Life and AD&D

Step	Action
1	<p>Medica provides 1x your annual salary at no cost to you. Review the coverage, then select <b>Update Cart</b>.</p> 

### Voluntary Employee Life

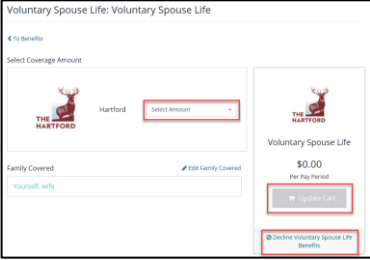
Step	Action
1	<p>This option allows you to increase the amount of life insurance.</p> <p>Select the desired coverage amount, then select <b>Update Cart</b>. Or select <b>Decline Voluntary Employee Life Benefits</b></p> 

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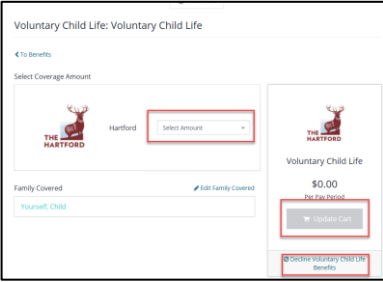


## Benefit Elections, Continued

### Voluntary Spouse Life

Step	Action
1	<p>This option appears when you list a spouse on the My Family tab. Select the desired amount, then select <b>Update Cart</b>. Or select <b>Decline Voluntary Spouse Life Benefits</b>.</p> <p>Coverage amount may not be more than what you have currently elected for your voluntary employee life coverage.</p>  <p><b>Note:</b> If this does not appear as an option for you and you are interested in this benefit, you will need to navigate back to the My Family tab and add a spouse to your profile.</p>

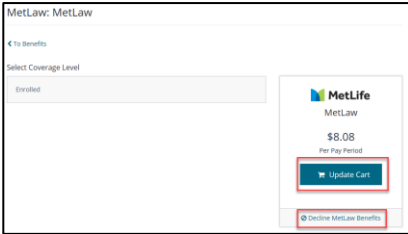
### Voluntary Child Life

Step	Action
1	<p>This option appears when you list at least one child on the My Family tab.</p> <p>Select the desired amount, then select <b>Update Cart</b>. Or select <b>Decline Voluntary Child Life Benefits</b>.</p>  <p><b>Note:</b> If this does not appear as an option for you and you are interested in this benefit, you will need to navigate back to the My Family tab and add at least one child to your profile.</p>

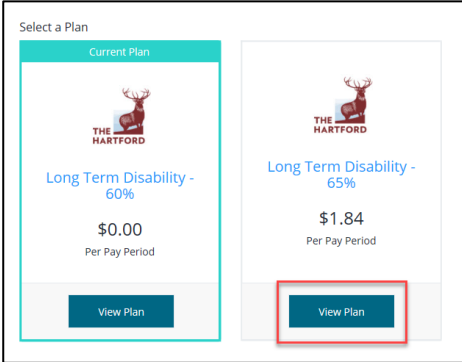
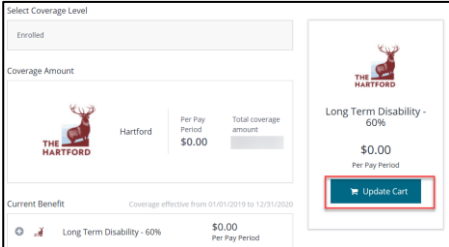
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## Benefit Elections, Continued

### MetLaw

Step	Action
1	<p>Select <b>Update Cart</b> to Enroll in MetLaw or select <b>Decline MetLaw Benefits</b>.</p> 

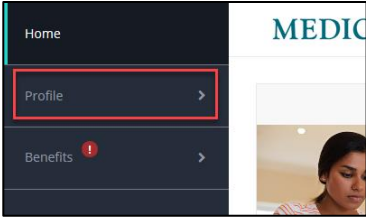
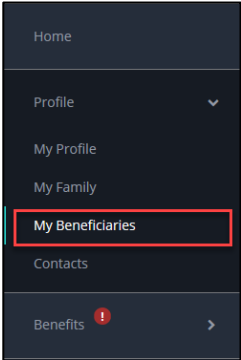
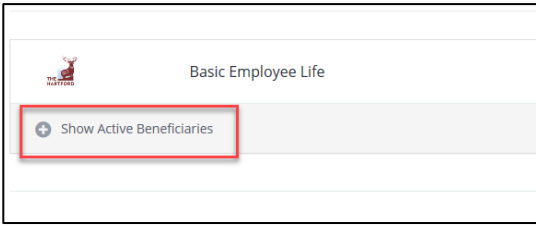
### Long Term Disability

Step	Action
1	<p>You must choose from one of two coverage levels. Medica provides the option of 60% of base salary at no cost to you and you can purchase up to 65% of base salary.</p> <p>Select <b>View Plan</b> to view and choose a plan.</p> 
2	<p>Select <b>Update Cart</b>.</p> 

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## Benefit Elections, Continued

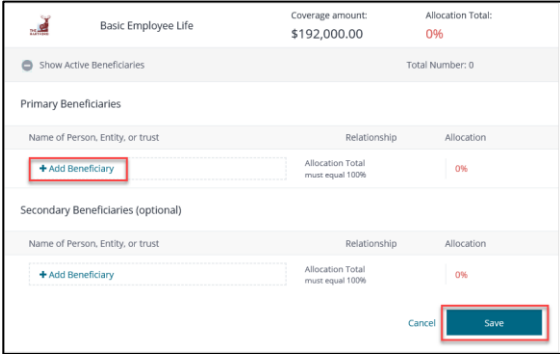
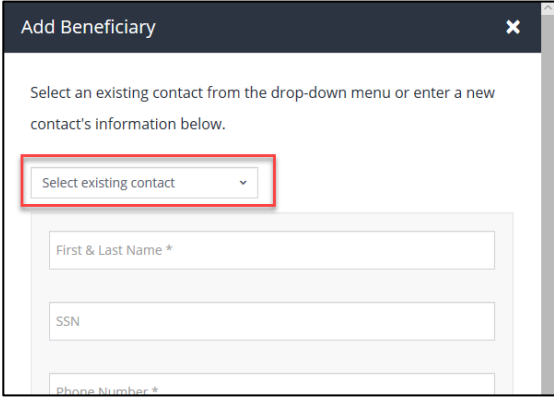
### Manage Beneficiaries

Step	Action
1	<p>Select <b>Profile</b></p>  <p>The screenshot shows a dark-themed mobile application menu. The 'Profile' option is highlighted with a red rectangular box. Other visible options include 'Home', 'Benefits' (with a red exclamation mark icon), and a partial view of a 'MEDIC' banner with a woman's face.</p>
2	<p>Select <b>My Beneficiaries</b></p>  <p>The screenshot shows a dark-themed mobile application menu. The 'My Beneficiaries' option is highlighted with a red rectangular box. Other visible options include 'Home', 'Profile', 'My Profile', 'My Family', 'Contacts', and 'Benefits' (with a red exclamation mark icon).</p>
3	<p>To add a beneficiary, select <b>Show Active Beneficiaries</b> under the Life policy you wish to update.</p>  <p>The screenshot shows a web page for a 'Basic Employee Life' policy. A button labeled '+ Show Active Beneficiaries' is highlighted with a red rectangular box. The page header includes a logo and the text 'Basic Employee Life'.</p>

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## Benefit Elections, Continued

### Manage Beneficiaries, continued

4	<p>The following screen appears.</p> 
5	<p>Select <b>Add Beneficiary</b>.</p>
6	<p>The following screen appears.</p> 
7	<p>Select <b>Existing contact</b>. (If you did not update family members at the beginning you will need to manually enter them here.)</p>
8	<p>Update all fields with an asterisk * (indicates required field)</p>
9	<p>Select allocation amount. Example: Enter 50 for 50%</p>
10	<p>Select <b>Confirm</b>.</p>
11	<p>Select <b>Save</b> when you are finished adding beneficiaries.</p>

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## Benefit Elections, Continued

### Checkout

You may change any elections before you checkout by selecting **Change Plan** or **View Summary** next to each benefit.

**Election Required** Completed

You need to enroll or decline the following benefits.

Medical Network

<b>Status:</b> Completed	<b>Dates:</b> Last Updated 09/25/2019	<a href="#">View Summary</a>
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Medical Plan

<b>MEDICA.</b> <a href="#">Medica Choice Passport - 2800-20 HSA</a>	<b>\$130.62</b> Per Pay Period	<a href="#">Change Plan</a>
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Health Savings Account

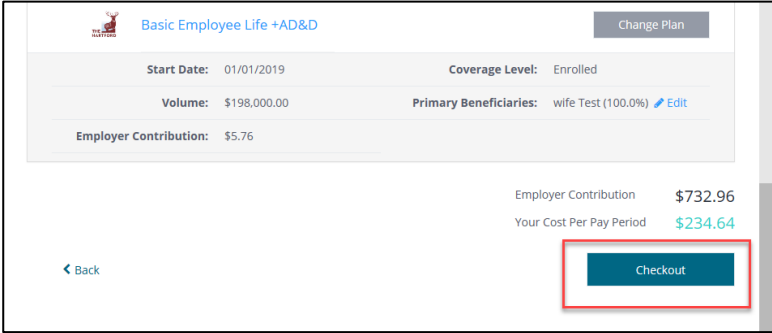
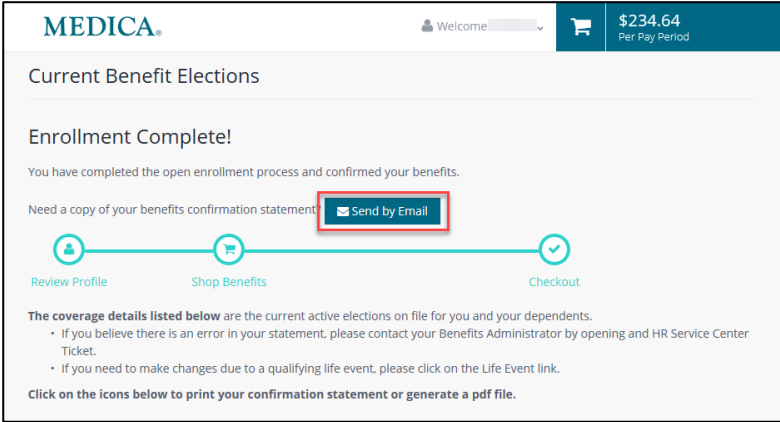
Once you have reviewed and confirmed all benefit elections you may Checkout.

Step	Action		
1	Select <b>Review and Checkout</b> . <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"><p>Basic Employee Life</p><table><tr><td> <a href="#">Basic Employee Life +AD&amp;D</a></td><td><a href="#">Change Plan</a></td></tr></table><p>Employer Contribution <b>\$732.96</b> Your Cost Per Pay Period <b>\$234.64</b></p><p><a href="#">Review and Checkout</a></p><p><small>You must select or decline all coverages before moving on.</small></p></div>	<a href="#">Basic Employee Life +AD&amp;D</a>	<a href="#">Change Plan</a>
<a href="#">Basic Employee Life +AD&amp;D</a>	<a href="#">Change Plan</a>		

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## Benefit Elections, Continued

### Checkout, Continued

2	<p>Review your elections, then select <b>Checkout</b>.</p> 
3	<p>Select <b>Send by Email</b> if you want to receive a copy of your benefits confirmation statement.</p>  <p><b>Note:</b> Even after checking out you can make changes to your elections during the remainder of your enrollment period.</p>