

This guide will assist you with the Self Service enrollment process during the Annual Benefits Enrollment (ABE) period. All benefit changes will go into effect on January 1. **Please note:** You cannot enroll in a new Tax Sheltered Annuity, Wisconsin Deferred Compensation, or the Parking and Transit option using Self Service. If you wish to enroll in any of these plans, please complete the paper enrollment forms provided by your human resources office.

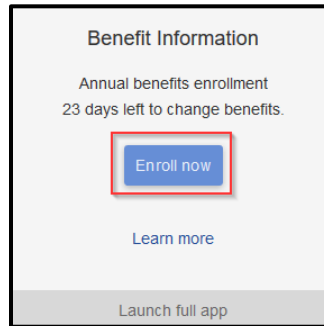
BEFORE YOU BEGIN, please have the following information available:

- Full Names, Dates of Birth, Marital Status, and Social Security Numbers for all dependents
- Other Health Coverage: Medicare Beneficiary Identifier (MBI) Number, and/or Insurance Company Name, Policy/Group Number, and Subscriber Numbers for you and your dependents if covered by another health insurance plan in addition to State Group Health.


1) LOG INTO SELF SERVICE:

Visit <https://my.wisconsin.edu/> (System) or <https://my.wisc.edu/> (UW-Madison) and log in using your credentials.

Click on the Benefits Module as shown on the right.



- 2) Please read all instructions and then click on the Select button next to your Open Enrollment message to begin. If you do not have access to a computer, please contact your human resources office for assistance with ABE enrollments.

Benefit Enrollment Opportunity				
Event Description	Event Date	Event Status	Job Title	
Open Enrollment	 01/01/2019	Open	UNIV SERVICES ASSOC 2	Select

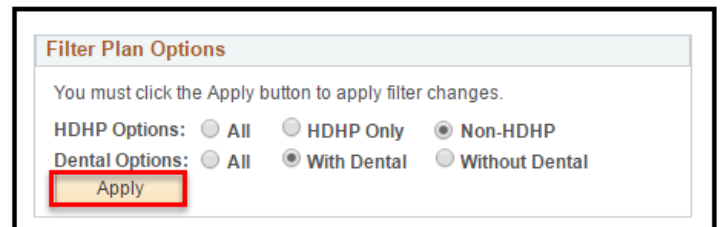
- 3) **ENROLLMENT SUMMARY:** A screen will display any current enrollments, as well as all benefit plans you are eligible to update or enroll in.

- 4) **NO CHANGES NEEDED THIS YEAR?** Click the “I Have No Changes” button at the bottom of the Enrollment Summary, and then click the Save and Continue button. At the final summary page, click the Submit button to finalize your choice to have the same benefit plans and coverage levels for January 1st. Please note that Flexible Spending Accounts, Health Savings Accounts, and the Health Opt Out Incentive plans **must** be re-elected each year.

- 5) **STATE GROUP HEALTH ENROLLMENT:** Click the Edit button next to the State Group Health Plan option. Plan information and changes for the upcoming year will be listed. Click the Plan Details hyperlink for more information.

USE THE HEALTH INSURANCE FILTERS:

Health insurance is offered as a High Deductible (HDHP Plan) or as a Non-HDHP plan. Click the radio button to show all options, only the HDHP options, or only the Non-HDHP options. Health insurance is also offered with or without Uniform Dental. Click the radio button for the Dental or No Dental filters to show these options. Click the Apply button to narrow your search based on the options you select and then select the plan of your choice.



HEALTH OPT OUT: If you opt out of health insurance and receive the Opt-Out Incentive, you need to use Self Service to re-select it this year. Choose “All” under the Health Insurance Options to display this selection. (If you have not elected this plan in the past, please contact your human resource office to determine if you are eligible for this option.)

ADD YOUR DEPENDENTS:

You are eligible to enroll your spouse and children for health, dental, and/or vision. Once you have clicked the Edit button and selected the plan you wish to enroll in, scroll down to the dependent section. It is critical that all dependent information is accurate and up to date, including any other health coverage. Click Continue if dependent information is correct. Click the Add/Review Dependents button if you need to edit or add a dependent. Enter all information for your dependent and then click the Save and OK buttons to add them. Click the Return to Event Selection button to return to the previous screen. Use the checkboxes to add or remove dependents from the health plan. (Note: You will not be able to edit information for a dependent once it has been saved. Contact your human resources office to have dependent information corrected.)

Dependent Beneficiary		
Enroll	Name	Relationship
<input checked="" type="checkbox"/>	AMY BADGER	Spouse
<input checked="" type="checkbox"/>	BUCKY BADGER	Child Tax Dependent

Add/Review Dependents

Update and Continue **Discard Changes**

- 6) **ADDITIONAL ENROLLMENTS:** Click the Return to Event Selection button to continue making selections for other plans. Click on the Edit button next to each plan and choose the option you want. Click the checkboxes as needed to add or remove dependents from each plan. When you wish to return to a previous screen, use the Return to Event Selection button.
- 7) **MAKING CHANGES:** You can continue making and changing selections for each benefit plan by clicking back on the Edit buttons next to each plan. If you wish to cancel your selections and start over, click the Cancel button.
- 8) **SAVING YOUR PROGRESS:** If you wish to leave Self Service and come back later, click the Update Elections and then the Save and Continue buttons to hold your current elections without finalizing them, and close your browser. Do not click the Submit button or the Cancel button. When you log back in, you will be able to continue your enrollment selections. **Please note:** your elections will not be finalized until you click the Submit button.
- 9) **FINALIZE YOUR ENROLLMENTS:** When you are satisfied with your choices and you are ready to finalize your elections, you must click the Save and Continue button followed by the Submit button. You will receive a pop-up box to confirm your elections have been submitted. The next business day you will receive an email outlining your elections for January 1st. If you need to make a change or cancel a selection after clicking the submit button, contact your human resource office for assistance.
- 10) **HELP!** A number of resources are available to help you with during ABE:
 - For a personalized benefits counselor to help with your benefit decisions, visit ALEX at <https://wisconsin.edu/ohrwd/benefits/ALEX>.
 - For step-by-step enrollment instructions, click here: <https://kb.wisc.edu/hrs/page.php?id=20420>.
 - Find your human resources office: <https://www.wisconsin.edu/ohrwd/benefits/contact/>.
 - Health plans in your area: <https://etf.wi.gov/its-your-choice/2020/health-plan-search/state>