Annual Benefits Enrollment – Self Service Guide

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, have dependent full names, dates of birth, marital status, and Social Security Numbers. If you or your dependent(s) are covered by another health insurance have the Insurance Company Name, Policy/Group Number, and Subscriber Numbers, including Medicare if applicable.

NOTE: To make changes to enrollments after clicking the Submit button, contact your benefit administrator.

Benefit Enrollment

1. Navigate to your MyUW portal.
   All UW: Employees can access the MyUW System portal at https://my.wisconsin.edu/
   UW Madison: Employees can access the MyUW Madison portal at https://my.wisc.edu/
2. Select Enroll Now on the Benefit tile.
3. Click the Start button to the right of the Open Enrollment event listed.
4. A screen will display all current enrollments, as well as benefit plans you are eligible to update or enroll in. Review all instructions and click Next, in the upper right.
5. Review Acknowledgement information and place a checkmark in the I Agree box.
6. Click Save.
7. Click Next in the upper right.
8. Review and update data on each tab in the Review, Update as Needed. Clicking Next to when data has been reviewed.
   NOTE: For more information about updating this information, click here. For dependent updating click here.
   NOTE: A hyperlink to benefit information can be found on the right-hand side bar on the Benefits Enrollment page and each benefit tile.
10. If Dependents can be covered under the benefit a list of dependents will appear at the top of the screen, place a checkmark next to each dependent to include in coverage.
11. Click the Select button next to the plan option to for enrollment, or waive if none
12. Click Done in the upper right corner.
   NOTE: Back on the Benefits Enrollment page, the tile will be updated to reflect selection and a status of changed.
13. Repeat steps to enroll in all desired benefits.
14. To review your choices prior to submitting, click the Review Enrollment button.

15. Click Submit Enrollment button in the Enrollment Summary section.
   **NOTE:** The submit button is greyed out if you have errors, errors will be marked in red. Error messages may also appear after the button is selected, these errors must be corrected before submitting again.

16. On the pop up after submitting:
   - Click View to review or print a copy of the summary
   - Click Done if finished.

17. Select the Actions menu (three vertical dots) in the upper right corner of the screen and click Home.

18. Click the Actions menu again and select Sign Out.

### State Group Health Selection Filter

The State Group Health benefit tile includes a large amount of plans, use filter to limit options.

1. Click the **State Group Health** tile.

2. In the **Filter Choices** section:
   - Click the radio button to limit viewing plans with or without HDHP (High Deductible Health Plan)
   - Click the radio button to limit viewing plans with or without Dental

3. Click **Apply**.