ABE Enrollment Guide

NOTE:

- All benefit changes made during ABE will go into effect on January 1.
- BEFORE YOU BEGIN, if you will be covering your dependent(s) on your insurance, obtain their full names, dates of birth, marital status, and Social Security Numbers. If you or your dependent(s) are covered by another health insurance plan (including Medicare), have the Insurance Company Name, Policy/Group Number, and Subscriber Numbers available.
- To make changes to enrollments after clicking the Submit button, contact your institution benefits contact.

Benefit Enrollment

1. Sign into my.wisconsin.edu
2. Click the Benefits Enrollment tile.
3. Click the Start button to the right of the Open Enrollment event listed.
4. Review the Welcome message.
5. Click Next in the upper right.
6. Review the Video.
7. Click Next in the upper right.
8. Review the Acknowledgement information and place a checkmark in the I Agree box.
9. Click Save.
10. Click Next in the upper right.
11. In the Review and Update section, update your personal information (Address, Other Health Information Coverage, Medicare Coverage, Dependent Information) as needed, clicking Next when data has been reviewed.
12. In the Annual Benefits Enrollment Elections section, a screen will display all current enrollments, as well as benefit plans you are eligible to update or enroll in.
13. On the Annual Benefits Enrollment page, click Review on the tile for the Benefit Plan you would like to review and/or make changes to (for example State Group Health, Supplemental Dental, Health Savings Account).
   
   **NOTE:** A hyperlink to benefit information can be found in the right-hand side bar on the Benefits Enrollment page of each benefit tile.
14. If Dependents can be covered under the benefit, a list of dependents will appear. Place a checkmark next to each dependent to include in coverage.
15. Click the Select button next to the plan option to enroll, or you can choose waive if you do not want to enroll.

16. Click Done in the upper right corner.
   NOTE: On the Benefits Enrollment page, the tile(s) will be updated to reflect your selection and the status of the plan will show Changed.

17. Repeat the steps listed above to enroll in or make changes to your benefits.

18. To review your choices prior to submitting, click Enrollment Preview Statement.
   NOTE: A copy of selections can be printed by clicking Print View in the upper right corner.

19. Click Submit Enrollment button in the Enrollment Summary section.
   NOTE: The submit button is greyed out if there are errors with your elections. Errors will be marked in red. Error messages may also appear after the button is clicked and must be corrected before submitting again.

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

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State Group Health Insurance Selection

The State Group Health benefit tile includes a number of plan options. You can use filters to narrow down the 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. Select the insurance.
   • Select the Opt-Out Incentive, at the top of the list if you do not need health insurance coverage through the UW System and meet the eligibility requirements. For more information or to determine if you are eligible for the Opt-Out Incentive, review the State Group Health Insurance Program Opt-Out Incentive web page.
   • Select Waive if you do not need health insurance coverage through the UW System and do not meet the eligibility requirements of the Opt-Out Incentive. If you select Waive, you will not receive the Opt-Out Incentive.

4. Click Done.