

ABE Self-Enrollment Guide

This tip sheet will assist you with the enrollment process during the Annual Benefits Enrollment (ABE) period. **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. Click one of the links below to navigate to your **MyUW portal**:

All UW Employees: my.wisconsin.edu/

UW-Madison Employees: 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. 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 the **Review Enrollment** button.
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.
21. Select the *Actions* menu (three vertical dots) in the upper right corner of the screen and click **Home**.
22. Click the *Actions* menu again and select **Sign Out**.

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 you see:

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.

NOTE: An Opt-Out Incentive is available if you do not need health insurance coverage through the State Group Health Insurance Program.

- 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.*
3. Click **Apply**.

Other Plans

Enrollments in the following plans are not able to be completed under the Benefit Tile:

- Parking & Transit Accounts
For information on how to enroll or make changes, go to:
www.wisconsin.edu/ohrwd/benefits/spending-savings-accts/parking-transit/#Enrollment
- Wisconsin Deferred Compensation (WDC) 457 Program
To enroll in or make changes, go to www.wdc457.org or call (877) 457-9327.
- UW 403(b) Supplemental Retirement Plan (SRP)
To enroll in or make changes, go to <https://www.wisconsin.edu/ohrwd/benefits/ret/tsa/>