

Benefit Enrollment – New Employees

As part of the benefit enrollment process, personal information will be reviewed including adding dependents and identifying other health insurance.

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.

As benefits are selected the Enrollment Summary will update to give you an idea of cost per pay period.

Some automatic enrollment stops may occur. For example, if enrolled in HDHP you will not be able to enroll in FSA medical, or you are unable to enroll in preventative dental if you also enrolled in the health plan.

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 Hire event listed.
4. Review the welcome letter 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](#).
9. On the *Benefits Enrollment* page, click a **Benefit Plan** tile.
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**.