

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(s) full names, dates of birth, marital status, and Social Security Numbers. If you or your dependent(s) are covered by another health insurance plan, have the Insurance Company Name, Policy/Group Number, and Subscriber Numbers, and Medicare information 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 enrolling in a health plan, you will not be able to enroll in Preventive Dental Insurance since preventive dental is included with the health plans. If enrolling in a High Deductible Health Plan (HDHP), you will be limited to enrolling in the Limited Purpose Flexible Spending Account medical.

NOTE: To make changes to enrollments after clicking the Submit button, contact your [Institution Benefits Contact](#) for options.

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 Information* 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* section. Click **Next** after data has been reviewed.

NOTE: For more information about updating this information, review the [Human Resources/Personal Information Help web page](#). For information on updating your dependents review the [Update Benefit Dependent Information tip sheet](#).

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 grayed out if you have errors, and 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 lists all health plans available. You can use filters to limit the options seen.

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**.

NOTE: If you do not want health insurance coverage through the State Group Health Insurance Program, you may be eligible for **Opt-Out Incentive**. To elect the Opt-Out Incentive, select this option at the top of the list. If you are not eligible and/or you do not want health insurance coverage, select the **Waive** option. For more information or to determine if you are eligible for the Opt-Out Incentive, please review the [State Group Health Insurance Program Opt-Out Incentive website](#).