University of Wisconsin System

New Hire Self Service (eBenefits) Enrollment Guide

This guide will assist you with the Self Service enrollment process as a new hire. Enrollment elections will go into effect the first day of the month following your date of hire. ***Please note:*** You cannot enroll in a 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.

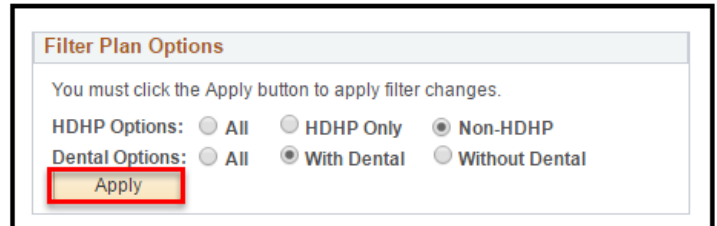**BEFORE YOU BEGIN**, please have the following information available:

- Full Names, Dates of Birth, Marital Status, and Social Security Numbers for all dependents
- For Coordination of Benefits: Insurance Company Name, Policy/Group Number, and Subscriber Numbers for you and your dependents if covered by another health insurance plan

1) **LOG INTO SELF SERVICE:** Visit https://my.wisconsin.edu/ (System) or https://my.wisc.edu/ (UW-Madison) and log in using your credentials. Click on the Benefits Module and then click on the Select button next to your New Hire Enrollment message to begin. If you do not have access to a computer, please contact your human resources office for assistance with enrollments.

2) **ENROLLMENT SUMMARY:** A screen will display showing all benefit plans you are eligible to enroll in. You may click the Edit button next to any benefit plan for which you wish to enroll.

3) **HEALTH INSURANCE FILTERS:**

Health insurance is offered with or without Uniform Dental. There is also a High Deductible Health Plan (HDHP) filter option. Click on the radio buttons for the High Deductible Health Plan and Dental/No Dental filters and then the Apply button to narrow your search.

4) **HEALTH OPT OUT:** You can opt out of health insurance and receive the Opt-Out Incentive. (Certain conditions apply.)

5) **ADD YOUR DEPENDENTS**:

Once you have selected a benefit plan to edit, scroll down to the dependent section and click on the Add/Review Dependent information. It is critical that all dependent information is accurate and complete. Once all information has been verified, use the checkboxes to add dependents to each benefit plan. You will not be able to edit information for a dependent once it has been entered. Contact your human resources office to have dependent information corrected.

6) **SAVE and SUBMIT:** If you wish to leave Self Service and come back later, clicking the Save and Continue button will save your selections. If you wish to cancel your selections, click the Cancel button and start again. You must click the Submit button for your enrollments to go into effect.

7) **HELP!** A number of resources are available to help you with enrollments. For a personalized benefits counselor to help with your benefit decisions, visit ALEX at https://wisconsin.edu/ohrwd/benefits/ALEX. For step-by-step enrollment instructions, click here: https://kb.wisc.edu/hrs/page.php?id=14486. For a list of human resources offices visit: https://www.wisconsin.edu/ohrwd/benefits/contact/. If you would like a list of health plans in your area, visit the following website: http://etf.wi.gov/members/IYC2017/images/2018StateMap.pdf