**Using MyJob for Annual Benefits Enrollment**

This document is intended as a quick reference guide and a means to present the entire process in a concise manner. Refer to additional material available on the MyJob login page and the program pages for additional instructions and tips. **Turn off pop-up blockers!**

**Step 1:** Open **MyJob AT MARQUETTE** ([http://myjob.mu.edu](http://myjob.mu.edu))

**Step 2:** Select **MU Benefits Annual Enrollment**

**Step 3:** Select **View and Update Benefits**

**Step 4:** You must Accept the disclaimer to continue

**Step 5:** **Names and Relationships**

This page contains names on file. You will need to verify information for your contacts and add any missing persons. This list will be used later in the enrollment process to select beneficiaries and/or dependents.

**Step 6:** You may also **Add Another Person** or **Update** existing contact information. (Refer to the full instruction manual or FAQ for help if needed.)

**Step 7:** Click **Next** to continue. Be patient while the program verifies your eligibility.

**Step 8:** **Select Program**

Select **Life and LTD**.

**Step 9:** **Benefit Enrollments**

This screen contains your elections for Life and LTD for January 1 as they currently exist. The first time you see this screen, no beneficiaries will be displayed—they are added in **Step 11**. Click **Update Benefits**

**Step 10:** **Update Benefits: Update Enrollments**

Make desired changes to Life and LTD plans.

Selections are indicated by a check in the box next to the desired plan. When selections are complete, click **Next**

**Step 11:** **Update Benefits: Add Beneficiaries**

All your contacts from the Names and Relationships page will be displayed as possible beneficiaries. Enter the percentage you would like to assign to each person.

Note: Although “Self” is listed as an option, MU policy does not allow you to select yourself.

Click Recalculate to verify your totals, which must equal 100.

The **Add Beneficiaries** button should only be used if you did not correctly include additional persons during **Step 5**. **IMPORTANT**: Using this button will cancel your enrollment process for this program and return you to **Step 5** to begin the process again.
**Step 12:** Confirmation Statement

The Confirmation Statement may contain warnings if information is missing. Refer to any additional instructions or information on the screen. At this point, your elections have been saved to go into effect January 1. Click [Finish].

**Step 13:** Benefit Enrollments

You have now returned to the overview page (the same page seen in Step 9), but now your beneficiaries will be displayed. If they are not, please return to Step 9 and complete any missing steps. When you are satisfied with your Life and LTD enrollment information, click [Benefits Menu].

**Step 14:** Select Program

Select Medical, Dental and FSA.

**Step 15:** Benefit Enrollments

This screen contains your elections for Medical, Dental and FSA for January 1 as they currently exist. The first time you see this screen, no FSA amounts or dependents will be displayed. (Dependents are added in Step 17). Click [Update Benefits].

**Step 16:** Update Benefits: Update Enrollments

Make desired changes to Medical, Dental and FSA plans.

**Step 17:** Update Benefits: Cover Dependents

All your contacts from the Names and Relationships page will be displayed. Click the box next to all names that apply. These will NOT be defaulted as checked the first time you see this screen.

The [Add Dependents] button should only be used if you did not correctly include additional persons during Step 5. IMPORTANT: Using this button will cancel your enrollment process for this program and return you to Step 5 to begin the process again.

**Step 18:** Confirmation Statement

The Confirmation Statement may contain warnings if information is missing. Refer to any additional instructions or information on the screen. At this point, your elections have been saved to go into effect January 1. Click [Finish].

**Step 19:** Benefit Enrollments

You have now returned to the overview page (the same page seen in Step 15), but now your FSA election and dependents will be displayed. If they are not, please return to Step 15 and complete any missing steps.

**To Exit:** Click either Home | Logout. Your annual enrollment process is now complete.