ENROLLMENT SYSTEM INSTRUCTIONS

THIS GUIDE CONTAINS:
- Employee Login Instructions
- Information Available in the Site
- Instructions to Enroll in Your Benefits
- Instructions for Uploading Documents

EMPLOYEE LOGIN INSTRUCTIONS

1. On the Marquettebenefitsenrollment.com, click ENROLL. You will be taken to the enrollment platform log in.

2. Enter your login information on the User Login Page.
   - **Username**: 9 Digit MU ID
   - **Password**: last 4 digits of your Social Security Number
3. Click the “Log In” button to access the enrollment system. You will be prompted to change your password. Once changed, the system will route you to the Enrollment Home Page.

4. Once logged in, you can start making your 2020 Benefits elections by clicking “Start Your Enrollment.”

For successful navigation of the site, do NOT use the ‘back’ button in your Internet browser, as this will automatically log you out of the site.

INFORMATION AVAILABLE ON THE SITE

- Your Benefit Elections

The link to your current elections is located underneath the picture banner in the Employee Home Page. To view all of your current benefits, click on View All Benefits.
INSTRUCTIONS TO ENROLL IN AND CHANGE YOUR BENEFITS

You are able to enroll in the Marquette University Benefits beginning Monday, October 28, 2019 and will be able to change or cancel those benefits until 4:00PM CST on Friday, November 15, 2019.

1. After you have logged into the benefit system, you will first be able to verify and update your demographic information on the Employee Information page.

After updating your information, scroll to the bottom and click "I agree" and then click the red button "Continue" on the right.
2. On the Family Information page, you will verify your demographic information. If any changes need to be made, contact the Benefits Department. Here you will also find a detailed explanation of who qualifies as a dependent. Once you have reviewed the information, click "I agree" and then "Continue".

**Dependent Information Notice**

Your employer has restrictions for qualified dependent coverage under your benefit plan. Enrolling someone who is not qualified as a dependent is considered insurance fraud. Please review the information below to understand some of the restrictions for qualified dependents and possible consequences of insurance fraud.

**An eligible dependent includes:**

- Your legal spouse provided your spouse is not covered as an employee under this Plan. An eligible dependent does not include an individual from whom you have obtained a legal separation or divorce unless court ordered. Documentation of a Covered Person’s marital status may be required by the Plan Administrator.
- A Dependent child until the child reaches his or her 26th. The term “child” includes the following Dependents:
  - A natural biological child.
  - A step child.
  - A legally adopted child or a child legally placed for adoption as granted by action of a federal, state or local governmental agency responsible for adoption administration or a court of law if the child has not attained age 26 as of the date of such placement.
  - A child under Your (or Your spouse’s) Legal Guardianship as ordered by a court;
  - A child who is considered an alternate recipient under a Qualified Medical Child Support Order.

If you have a Child covered under this Plan who is under the age of 26 and Totally Disabled, either mentally or physically that Child’s health coverage may continue beyond the day the Child would cease to be a Dependent under the terms of this Plan. Coverage can continue as long as the Child is deemed to be Totally Disabled under the terms of the Plan subject to the following minimum requirements:

- The Child must be dependent on the employee or Spouse for more than half of his or her support; and,
- The child must not be able to hold a self-sustaining job due to the disability; and,
- Proof of the disability must be submitted as required (Notice of Award of Social Security income is acceptable).

**Who is not a qualified dependent?**

- Boyfriend/Girlfriend
- Parent
- Grandparent/relative
- Sibling
- Domestic Partner

**Possible Consequences for Insurance Fraud?**

- Subject to corrective action up to and including termination
- Required to repay additional premium costs for covering ineligible person(s)
- Coverage for the non-qualified person(s) may be canceled back to the date they were first enrolled
- Pay costs of services received by the non-qualified person(s)
- Permanently barred from enrolling in any employer benefit plan if your employment is terminated and you are retired in the future.

I have reviewed the above Dependent Information Notice. I consent that the dependents listed in the "Family Information" section is accurate and that all dependents listed are eligible for coverage under the employer’s benefits program.

☐ I agree
3. You will then be taken through each Benefit election. Be sure to review who is covered under each plan and ensure you are satisfied with your elections.

To make a change, click on “View Plan Options”, select who will be covered under the plan and hit “Continue”.

You will then select the plan that best fits your needs. Continue through all benefits ensuring that if you so choose, to re-enroll in the Flexible Spending Account as it will not roll forward to the new plan year.

Note: Whether you are waiving coverage, keeping your current selection or making changes, you need to make a selection for each benefit. Once you have completed your selections, click “Continue.”
4. You will then be prompted to review and confirm your Employer Paid Benefits beneficiaries. Once updated, click “Continue.”

5. On the Review and Confirm page you will be asked to review all benefit elections. If you need to make a change, click “Edit Selection” in the bottom left hand corner for the benefit you wish to change.
6. After reviewing your benefits, scroll to the bottom of the page and check the box next to "I agree, and I'm finished with my enrollment" and then click 'Complete Enrollment'.

Your enrollment is complete! View, email, or print your confirmation statement. If you select Print, you can also save your confirmation statement as a PDF.
INSTRUCTIONS FOR UPLOADING DOCUMENTS

1. Click on “My Profile.”

2. Click on “Employee File”
3. Click on the Employee or Dependent’s name.

4. Click on “View and Upload Documents”

5. Give your document a title, click “Choose File”

6. Upload the document. Click ‘Save’.