

The Internet: Your One-Stop Enrollment for 2010 Benefits

Step One (Optional)

- Complete your Personalized Enrollment Worksheet (mailed to you in this packet) by circling the options you wish to elect.
- Make only one election in each category.
- Select a Primary Care Physician (PCP) if you are electing a medical plan that requires one. For more information, refer to "Choosing a Primary Care Physician."

Step Two

- Go to any computer beginning Monday, November 2, through Tuesday, November 17. The hours of operation are:
 - Sunday – Friday: 6 a.m. – 2 a.m. CST
 - Saturday: 6 a.m. – 11 p.m. CST
 - Tuesday, November 17: 6 a.m. – 7 p.m. CST
- Click on the icon to launch the program.
- Type in the URL <http://hr.uchicago.edu>.

Step Three

- The first screen is the University Human Resources Management home page.
- Click on the "Open Enrollment for 2010" button to access the Benefits Office home page.

Step Four

- Click on:
 - "Summary of Benefits," to find out more about your benefits, or
 - "Open Enrollment," to begin enrolling.
- If you need help, click on "Help" for more information.

Step Five

- On the login page, enter your **CNetID and CNet Password**.

Step Six

- Click on the "Enroll" link on the Benefits Enrollment home page to begin.
- You will see your "**Dependent Information**". Review your dependent information and make any additions or updates.
- Click "Continue" to reach your "**Enrollment Summary for 2010**" page. **To make changes to your current elections or coverage levels**, click on the "**Change Elections**" button at the bottom of the page.
- Depending on your elections, you may be required to select a PCP or complete an "Evidence of Insurability" form.

Step Seven

- After you make all your elections, click on the "**Save Elections**" button.

Step Eight

- Once you have completed all the steps, wait for the confirmation screen. **Do not exit the enrollment site until a confirmation screen appears.** If you do not wait for this screen, your elections will not be recorded. This means that you will continue to receive your current benefits at 2010 rates. Your Flexible Spending Account (FSA) contributions and 457(b) plan deferrals (if applicable) will be set to \$0.
- You may print a copy of the confirmation screen for your records.
- Additional information regarding your elections may be provided on this page.

Step Nine

- Click "Continue" on the confirmation screen to take a brief survey.
- To close the Web browser, click on "File" in the navigation bar at the top of the computer screen. A menu will drop down. Click on "Close." Or just click on the "Exit" button.

OVER →

CHANGING YOUR DEPENDENT INFORMATION

You can use the Internet enrollment system to add or drop dependents from coverage or to correct any dependent information.

Both active dependents (those who currently have coverage) and inactive dependents (those who may have had coverage in the past) are listed. Review the data and make changes as necessary. If a dependent no longer has coverage or should be dropped effective January 1, 2010, provide a reason, including a date of death if the dependent is deceased or the divorce date for a former spouse.

On the "Dependent Information" page, to:

- **update dependent information:** click the "Update" button next to the dependent you wish to update. On the next page, enter the correct information in the respective field(s) and click "Return";
- **add a dependent:** click the "Add" button. On the next page, enter the information in the appropriate field(s) and click "Return". You will need to provide verification of relationship. Documentation must be submitted by December 28, 2009;
- **remove coverage for a dependent:** click the "Continue" button, then click the "Change Elections" button at the bottom of the Enrollment Summary for 2010 page to reach your Enrollment Worksheet page. Under the Dependent Information section, uncheck the boxes on the right to remove coverage for that dependent for either medical or dental coverage.

Note: For security reasons, the online and print enrollment worksheets will not display dependent Social Security Numbers (SSNs). You can view and update dependent SSNs by clicking on the "Update" button mentioned above. If you have not previously provided an SSN for a dependent, you can do so during Open Enrollment by entering information in the appropriate field.

CHOOSING A PRIMARY CARE PHYSICIAN (PCP)

If this is the first time you are enrolling in a medical plan that requires a Primary Care Physician (PCP) or you are adding a dependent to existing coverage, you will be automatically prompted to make your selection.

We recommend making your PCP election at the time you enroll for benefits. The Open Enrollment Web site will provide you a link to each medical plan's Web site.

Note: For HMO Illinois, you should enter the three-digit "Medical Group Site Number."

CHOOSING AN OB/GYN

All HMOs encourage women to select an OB/GYN in addition to their PCP. If you enroll in a plan that gives you this option for the first time, you should contact the plan after January 1, 2010, to make your OB/GYN selection.

COMPLETING EVIDENCE OF INSURABILITY

If you increase your Long-Term Disability Insurance or Group Life Insurance coverage, you will need to complete an "Evidence of Insurability" form.

Your increased coverage will not take effect until the carrier approves your form. The carrier will notify you in writing of its approval or denial decision. The decision process usually takes about six weeks to complete. If the carrier does not approve your increase, you will continue to receive your 2009 coverage.

COMPLETING A STATEMENT OF DOMESTIC PARTNERSHIP FORM

If you enroll your domestic partner for benefits coverage during Open Enrollment but have not completed a "Statement of Domestic Partnership" form, your Confirmation Statement page on the enrollment Web site will give you the option of printing a copy of the form. Complete the form and mail it to:

Benefits Office
The University of Chicago
6054 S. Drexel Avenue
Chicago, IL 60637