

2020 Benefits Enrollment is Easy!



Enroll from October 21 – November 8, 2019



DO YOU HAVE TO DO ANYTHING? YES!

- This year, Open Enrollment is active. This means you must log in to MyBenefits.USNH.edu to review your benefit options and change or confirm your elections if you want medical coverage for 2020. If you do not confirm or change your medical coverage election during Benefits Open Enrollment, you will **not** have medical coverage for 2020. If you waived coverage for 2019 and do not make elections for 2020, your coverage will continue to be waived.
- To review the costs of your benefits, get information on what your benefits cover, or contact a provider, visit the **My Plans** or **Benefits Profile** pages.
- If you want to change any of your current benefits, you must log in to the site to make your new elections.
- If you participate in the Healthcare Flexible Spending Account or the Dependent Care Flexible Spending Account and wish to participate in 2020, you must log in to the site and make new elections for these accounts.

► STEP 1 – Log In

Go to: MyBenefits.USNH.edu, follow the **Instructions**. Your password has been reset to a default password.

- **Username:** “USNH” plus the month and year of your birth (MMYY) plus the last four numbers of your Social Security Number.
- **Password:** “USNH” plus “%” plus the first initial of your first name (capitalized) plus the first initial of your last name (capitalized) plus the last four numbers of your Social Security Number. Note: Passwords are case sensitive.
After you access the website during Open Enrollment, you will be required to create a new password.

► STEP 2 – Getting to “Enrollment”

Once you log in, you will be taken to the home page where you can click the orange **Enroll Now** button near the top of the page.

► STEP 3 – Enrollment: Getting Started and Updating Dependents

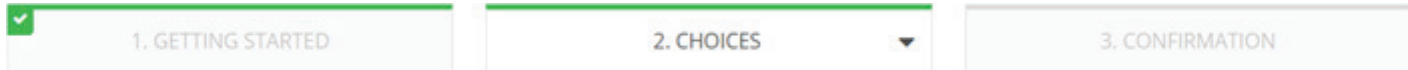
1. GETTING STARTED

2. CHOICES

3. CONFIRMATION

Before you confirm your benefit elections or make changes, you will be required to **Answer/Respond** to a few questions.
Add/Review Your Dependents: You will also be able to **add new dependents** or **update dependent information**. As you proceed through “Enrollment,” you will be offered coverage levels based on the number and type of dependents you elect to cover. If you are covering dependent(s), you will need to check the box by the dependent’s name at the top of the Benefit page. Please be sure to read the pages carefully as you may be required to certify your dependents by sending in certain documents before they can be enrolled for benefits.

► STEP 4 – Enrollment: Making Your Choices and Updating Beneficiaries



Make Your Choices: You will make your benefit elections from the **Choices** section of “Enrollment.” Each page will display your plan choices and will prompt you for additional information where needed. All deductions are shown on a per-pay basis.

You may navigate through this section using the **Previous** and **Save and Continue** buttons. You can also jump between plans by clicking anywhere in the **Choices** step/button and selecting your desired plan from the drop-down.

Add/Review Beneficiaries: You will also be able to **add new beneficiaries, update beneficiary information, and assign beneficiary percentages.** Any plans requiring a beneficiary designation will be listed on this page.

► STEP 5 – Enrollment: Confirmation




Confirm Your Choices: The last page/section in “Enrollment” is your confirmation statement. If you confirm all your elections look accurate, you can click **Finish Enrollment** at the bottom of the page. A pop up will confirm that your elections have been submitted and a copy of your confirmation will be emailed to your email address on file automatically. You can also print a copy for your records. The site will save a copy automatically for your future reference. If you need to change any of the plan selections you have made, you can go back into “Enrollment” and make any additional changes through November 8, 2019.



LIFE EVENT CHANGES

IMPORTANT! If you have a life event, such as marriage, divorce or the birth/adoption of a child, during 2019 or 2020 and want to make a coverage change, visit MyBenefits.USNH.edu to indicate your life event and make your 2020 benefit change.

To declare a life event, click on the Life Events link in the left navigation.  Choose the applicable life event. Once you complete your enrollment, the last page/section in “Life Event Enrollment” is your confirmation statement. If you confirm all your elections look accurate, you can click the Finish Enrollment button at the bottom of the page. A pop up will confirm that your life event elections have been submitted and will prompt you to complete your additional enrollment for 2020.

