Benefits Enrollment

1. Prepare to Enroll
   a. Review the Benefits Plus Enrollment guide on the Munson>>Human Resources>>Benefits web site. For help, call 56938 or e-mail Benefits@mhc.net.
   b. Write down your benefit selections.
   c. Gather your dependent names, dates of birth and social security numbers (SSNs).

2. Log in to Lawson
   a. Start your web browser by clicking Start, Programs, Internet Explorer.
   b. From home or outside the Munson network: Enter web address: http://www.munsonhealthcare.org, press Enter. Click For Employees>> my>HR>>Employee Self-Service>>LOGIN link. If the Citrix Access Gateway Plug-in is not installed, click Download>>Run>>Run>>Install>>Finish. On the black Welcome page enter your network log in ID, network password and click Log On. If you see a my>HR_SelfService link, click it.
   c. From the Munson home page click then click on the my>HR icon.
   d. User Name = your network ID
      Password = your network password
      Click the Login button.

3. Enroll in Benefits
   Before you begin this process, plan your choices ahead of time and make sure you have sufficient time available to complete the process. If you exit part way through enrollment you will lose your work. You can go back in and change your elections up to the end of open enrollment.
   a. Click the Home tab>> Benefits>> Benefits Enrollment.
   b. Read the welcome page. Click Continue.
   c. The current dependents window will appear. Review your current dependents:
      - If the Social (Security) Number is missing, click the dependent name to add the SSN. Enter the SSN, scroll down and click Update. A “Dependent Information has been updated” window will appear. Click OK.
   h. If you enroll a spouse in the health insurance, the Spousal Eligibility questionnaire will appear on your screen. Employees are required to complete this form annually if enrolling a spouse.
   i. If you enroll in health insurance, the Priority Health Confirmation Statement will appear on your screen. Read the statement and place a check in the box.

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- If the dependent is not listed, click Add. Enter the dependent details including the Social Security Number (SSN). Scroll down and click Update. Click OK at the pop-up window. The dependent will appear on the screen.

d. If adding a dependent, click the here link under “Adding Dependents to your Benefits” to review required documents. This documentation must be received by the end of open enrollment, or the additional dependents and/or spouse will not be eligible to enroll.

e. Once you have completed all dependent changes, click Continue

f. An Enrollment Order window will appear. Click Continue again.

g. Your current benefit elections will appear on the screen. If you need to add or remove a dependent or want to make a change to a benefit election, check the boxes for all the plans you would like to change. Notice the Health Reimbursement and Dependent Care Reimbursement are already selected if you are currently enrolled in the plan. These benefits must be elected each year. Scroll down, click Continue.
j. Click **Continue** to enroll in your next Enrollment Election.

k. On **previously** enrolled plans, you will be presented with your current coverage and up to four options to choose from.

l. On **new** plans you can either enroll in the plan, or choose the **No Coverage** option, which means you decline coverage. Select the option you need for the plan presented.

### Keep the same coverage
1. Select “Keep the same coverage.”
2. You **may** need to assign dependents(s) to your plan. Check the box(es) for the dependent(s) you want to cover. Click **Continue**.
3. A window will appear confirming your selection. Click **Continue**. Your next Enrollment Election will appear.

### Keep the same plan; add or change dependent coverage
1. Select “Keep the same plan; add or change dependent coverage”>>Continue.
2. Add or change the enrolled dependents by checking the corresponding boxes. Click **Continue**.
3. A window will appear confirming your selection. Click **Continue**. Your next Enrollment Election will appear.

### Change the coverage
On medical plans this allows you to change the people you are covering. On reimbursement plans this allows you to change your contribution amounts.
1. Select “Change the coverage”>>Continue.
2. Select the coverage level you want. Click **Continue**.
3. If your selection covers dependent(s), check the box(es) for the dependent(s) you want to cover. Click **Continue**.
4. A window will appear confirming your selection. Click **Continue**. Your next Enrollment Election will appear.

### Select a different benefit plan
1. Select “Select a different benefit plan”>>Continue.
2. Select the plan you want. Click **Continue**.
3. Select the coverage level you want. Click **Continue**.
4. If your selection covers dependent(s), check the box(es) for the dependent(s) you want to cover. Click **Continue**.
5. A window will appear confirming your selection. Click **Continue**. Your next Enrollment Election will appear.

### Submit elections
Your selected elections will appear. Carefully review your choices. If you decide you need to change something, click **Do Not Process – Go back and Make Changes** and you will be able to select the plan(s) you want to change and update them as needed.

m. If you are satisfied with your choices, read the SPD statement and place a check in the box. Then click **Save Enrollment and Process**.

n. Click **Yes** to e-mail and/or print a copy of your elections. Select the printer you want to use and click the **Print** button.

o. Click **Continue** at the Congratulations window.

p. The window on the right will be blank and your menu selections on the left are available. To **exit the program**, click **[logout]** in the upper-right corner.

### 5. Making Changes to the Enrollment
a. Changes can be made to your benefit elections up to the end of open enrollment.

b. Click the **Home** tab>> **Benefits>> Benefits Enrollment**.

c. Make changes to the current dependents as needed and click **Continue**.

d. At the benefit elections screen, click **Do Not Process – Go Back and Make Changes**.

e. The Enrollment Change window will appear. Check the **boxes** for all the plans you would like to change. Click **Continue**.

f. Enter your desired changes, clicking **Continue** until you reach the benefit verification screen. Check the SPD statement box and then click **Save Enrollment and Process**.

g. Click **Yes** to e-mail and/or print a copy of your elections. Select the printer you want to use and click the **Print** button.