**QUICK REFERENCE GUIDE to ASU Mid-south benefit ENROLLMENT**

**Open Enrollment dates 1.5.2017 – 1.11.2017**

[**www.asusystem.edu**](http://www.asusystem.edu)

* **Access the Enrollment Website at** [**https://usable.benselect.com**](https://usable.benselect.com)
* **Employee Login** 
  + Enter your Social Security Number (SSN) or your Employee ID and your PIN
    - Your temporary pin it is the last four digits of social and last two digits of birth year
* **Once you see the “Welcome!” page, you are in and ready for benefit enrollment!**
* Use arrow keys (<,>) and “Next” buttons to navigate
* Have your dependent information available including date of birth, Social Security number, and address.
* Have your beneficiary information available including addresses.
* **All dependents six months or older must have a social security number in order for you to complete your employment.**
* **Enrollment Options**
  + Health Insurance – options for you and your family
  + Dental Insurance – options for you and your family
  + Vision Insurance – options for you and your family
  + Basic Life and AD&D Insurance
  + Supplemental Life Insurance
  + Supplemental Spouse Life – may purchase up to half of the employee coverage, to a maximum of $25,000 or up to $50,000 if evidence of insurability is approved.
  + Supplemental AD&D
  + Voluntary Short-term Disability
  + Long Term Disability (current employees are pre-enrolled)
  + Flexible Spending Plan (Section 125) (Your 2017 elections are pre-enrolled)
    - Medical spending
    - Dependent Care
    - Third Party
  + Retirement Benefits (current employees are pre-enrolled in retirement)
* Supplemental Retirement Benefits (you may elect to make additional contributions to a 403(b)
* Cancer Insurance
  + - You will complete an application on-line during the enrollment process which is reviewed by USAble Insurance.
* **Complete your Enrollment**
  + Review Your Benefit Elections
  + Sign your form electronically; provide your PIN (last four digits of your social and last two digits of your birth year)
* **Know What to Expect After You Enroll**
  + Upon completion of your enrollment, you will receive a confirmation email outlining your elections and premiums.
  + If you enrolled in the medical or/and dental plans, an ID card will be mailed. Cards are not issued for the VSP vision plan.
  + Benefit changes during the year are allowed only if you have a Qualifying Event that affects you or your dependent’s coverage. If you do not contact Human Resources within 31 days of the Qualified Event, the change may not occur until the next ASU open enrollment period.
  + This spring there will be a special enrollment window to make changes to medical and dental only.

For help during enrollment you may drop by RC 112 between 9 am and 2 pm on Thursday, January 5. You may also contact Human Resources at ext 6774 or ext 6741.

In addition you may call the ASU System Benefits Office at 501-660-1003 between 8:30 am and 4:30 pm on January 6, 9, 10 and 11.