

Open Enrollment Guide: ASU Open enrollment November 1 – November 15

Welcome to Open Enrollment for Arkansas State University, which takes place from November 1 through November 15, 2023. This is your annual opportunity to review your benefits coverage, consider your health care and other benefits needs for the coming year, review your beneficiary information, and make any changes you'd like. Outside of Open Enrollment, you can only change your coverage within 31 days of a qualifying life event

To begin your enrollment, visit the Enrollment Website at <https://usable.benselect.com>

The screenshot shows the USable Life Enrollment Site login page. It features a login form with fields for 'Employee ID or SSN' and 'PIN', a 'Forgot Password' link, and a 'Log In' button. Below the form is a disclaimer: 'By entering your user ID and Personal Identification Number, you are agreeing to the terms of the [Consent to Grant Access to Usable Life](#).' To the right of the form is a text block stating: 'To use this website, you must have your employee ID or Social Security Number and your confidential Personal Identification Number (PIN). If you have questions or need help, please contact your Human Resources Department.' At the bottom right are links for 'Security Info', 'Privacy Policy', and 'Admin Site'. The footer indicates '© Select Systems, Inc. All rights reserved.'

1. Employee Login

Enter your Social Security Number (SSN) or your Employee ID and your PIN (Your PIN is a combination of the last 4 digits of your SSN and the 2-digit year of your birth)

2. Welcome

The “Welcome to MyBenefits” screen provides important information about your benefits. After you review the information on the “Welcome to MyBenefits” screen select the “Next” button at the top or bottom of the screen to begin your enrollment.

The screenshot shows the ASU MyBenefits Welcome screen. At the top, there is an ASU logo and a status bar indicating 'Status (0% Complete)'. Below this is a navigation bar with links: 'Home', 'You & Your Family', 'My Benefits', 'Sign & Submit', and a 'Next' button. The main content area is titled 'Welcome to MyBenefits' and contains the following text: 'MyBenefits was designed to make managing your benefits easy. You may enroll or make changes here at the following times:'. This is followed by a bulleted list of eligible times for enrollment. Below this list is a section titled 'When you are ready to begin your enrollment, follow the onscreen instructions.' with another bulleted list of steps. A third section titled 'How long will this take?' provides estimated timeframes. A fourth section titled 'Before you begin' lists preparatory steps. A red banner at the bottom states: 'NEW FOR 2019 - DEPENDENT VERIFICATION. ASU will require dependent verification documents for the plan year 2019. If proper documentation is not provided your claims will be pending. To upload your documents and verify your dependents you must go to the dependents page and follow the directions. You can access this page by clicking the NEXT button below or [CLICKING HERE](#).' At the very bottom, there is a link to the ASU System website and a 'Click Next to continue.' prompt with a 'Next' button.

3. Personal Information


Please review your personal information and update your address, marital status, or phone number and update if necessary. Please also notify your Human Resources office if you have changes to your personal information.

The screenshot shows the ASU (Arkansas State University) Personal Information enrollment page. At the top, there is a navigation bar with links: Home, You & Your Family, My Benefits, and Sign & Submit. A status bar indicates 'Status: (0% Complete)'. Below the navigation bar is a banner image of a campus scene. The main heading is 'Personal Information'. A sub-heading reads: 'Please review your personal information to ensure it is correct and complete. Please correct any errors and click the Next button when you are finished. Optional items are in dashed.' Below this is a message: 'Please verify your email address to receive email confirmation of your enrollment.' The form is divided into two sections: 'Personal Info' and 'Contact Info'. The 'Personal Info' section includes fields for Name (First, Last, Middle), Date of Birth, SSN, and Gender (Male, Female). The 'Contact Info' section includes fields for Address (Country, Street, Street (cont.), City, State, Zip), Home Phone, Work Phone, and Email. At the bottom of the form are 'Back' and 'Next' buttons.

4. Dependent Verification

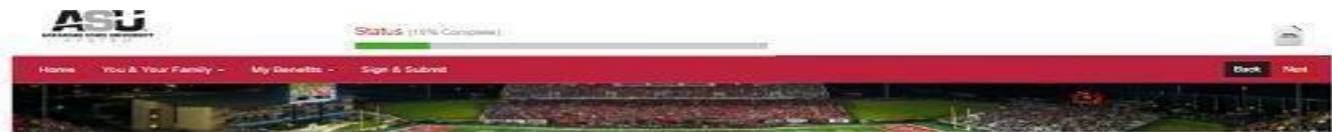
If you are adding dependents that are not currently covered under your plan, you must provide documentation for those dependents. Eligible dependents and required documentation include:

Dependent	Documentation
Spouse	Marriage Certificate or First page of the latest tax return showing spouses info
Biological Child	Government issued Birth Certificate
Adopted Child	Court documents
Stepchild	Government issued Birth Certificate (Must use Marriage Certificate for spouse)
Ward	Court documents showing employee as legal guardian. Notarized forms are not acceptable.

Ineligible dependents include grandchild, nieces, nephews, and sibling unless the employee is the legal guardian. To delete a dependent select the “x”  next to their name to remove them from your plan. If you have an ineligible dependent you wish to make a beneficiary you will be able to designate them as a beneficiary on the appropriate life plan later in the enrollment process.

To add an eligible dependent select the Add Dependent button.





Dependents

DEPENDENT VERIFICATION

If you need to add a spouse or dependent click **Add** to add your spouse or dependent children.
 If you have children that are 19 or older please confirm their student status. Dependents aged 19 through 25 may be covered on your medical, dental, and vision insurance regardless of student or marital status. Dependents 19 through 24 may be covered on basic, supplemental life, and optional accidental death and dismemberment if they are an unmarried student. Any dependent listed that is not eligible should be deleted by selecting the X next to their name. If you wish to designate an ineligible dependent as a beneficiary you may do so on the applicable benefits beneficiary screen.
 SSN is required for all dependents over the age of 6 months. If you are entering a dependent under the age of 6 months without a SSN please make sure you return and enter that information when you are able.

You must upload documentation for all dependents you are covering under a plan in order to enroll the dependent in these plans. Documentation can include:
 • Spouse - Copy of Marriage License or a Copy of the first page of the most recent tax return (financial information should be blacked out).
 • Biological Child - government-issued Birth Certificate.
 • Stepchild - government-issued Birth Certificate identifying your spouse as a parent AND a government-issued Marriage License showing you are married to the parent.
 • Adopted Child - Court document showing adoption placement, petition for adoption or final adoption certificate, date of birth must be included.
 • Ward (Legal Guardian) - Court document showing legal guardianship (notarized documents will not be accepted).

TO ADD DOCUMENTATION:

- Click on the pencil icon next to the dependent's name.
- Verify the dependent relationship and demographic information is correct.
- Scroll to the bottom and under **RELATIONSHIP VERIFIED BY** and select the type of document being submitted.
- Under **UPLOAD DOCUMENTATION** choose either **UPLOAD FROM MY COMPUTER** or **TAKE A PICTURE AND UPLOAD**. Follow the directions given to provide your documents for this dependent.
- When you have completed the upload please click **Save**.

Dependents

Name	SSN	DOB	Sex	Relation	Documentation	Uploads	
John Johnson	■■■■■	■	M	Spouse	N/A	2	+ / X
Julie Test	■■■■■	■	F	Child	N/A	2	+ / X
Jimmy Johnson	■■■■■	■	M	Child (stepchild)	N/A	2	+ / X

Add a Dependent

If your dependent is not listed above or you would like to add an additional dependent, simply click the **Add Dependent** button below:

Add Dependent

To upload documentation begin by selecting the pencil under the + sign for your first dependent.

Dependents

Name	SSN	DOB	Sex	Relation	Documentation	Uploads	
John Johnson	■■■■■	■	M	Spouse	N/A	2	+ / X
Julie Test	■■■■■	■	F	Child	N/A	2	+ / X
Jimmy Johnson	■■■■■	■	M	Child (stepchild)	N/A	2	+ / X

Using the down arrow on Relationship Verified by select the document you will provide. You can either upload your document from your computer, or take a picture of your document with your smart phone. Follow the directions as they appear on your screen.

Dependent Documentation

Please select what documentation will be provided to verify the dependent's relationship to the employee. If you wish to upload that documentation now, you can do so below. However, even if you are not uploading the documentation at this time, you must select what type of documentation you can provide to verify the relationship.

Relationship Verified By: **<Please Select>**

Upload Documentation

Here you may upload additional documentation. Please choose whether you would like to upload files from this computer, or if you'd like to scan the QR code and photograph documents from within the mobile application. You may use either option or a combination of both to upload documentation.



Upload from my computer

Using this option you may upload files directly from this computer. Click the upload icon and follow the instructions on the dialog pop-up.



Take a picture and upload

The My Saverx mobile app will allow you to use the camera on your mobile device to take a picture of supporting documentation and upload it to your record. Click the icon to the left to display a QR code to start this process.

Save **Cancel**

To Upload from Computer

Upload Documentation

Upload Documentation

Choose File Marriage Certificate.pdf

File Name: Marriage Certificate.pdf

Document Type: Marriage Certificate

OK Cancel

To take a picture and upload

Take a picture of the QR code on your screen.

Take a picture and upload



You will then be prompted to open selerix on your phone, scan the QR code and then take a picture of your supporting documentation.

Repeat for each eligible dependent.

5. Enrollment

You are now ready to enroll in your benefits. For each benefit there are slides that provide information about the benefit coverage. To review each benefit, select “Next” at the bottom of the page.



6. **IMPORTANT BENEFICIARY INFORMATION:** If you have adult children that are not eligible dependents, please select “other” if designating them as a beneficiary for any of the life benefits. If you select “child” you will not be able to submit your enrollment unless you upload their birth certificate. You may designate under “other relationship” your relationship such as adult child, adult step-child.

Basic Term Life and AD&D

Choose Beneficiaries

A beneficiary is a person, trust, or organization to whom benefits will be paid. A contingent beneficiary will receive benefits if your primary beneficiary is no longer living at the time of your death.

- Place a checkmark next to each desired primary and contingent beneficiary. The percentage allocations will automatically calculate.
- Click Add (plus sign) if you wish to add a desired person or trust to the list.
- You may change the percentages, as long as they add up to 100%.
- Clicking Add (plus sign) will clear any checkmarks already placed.
- Beneficiaries may not be both primary and contingent at the same time.

Note: Adding a beneficiary that is of a coverable type (such as spouse or child) will edit that dependent's information as well. For this reason, it is recommended to add a new beneficiary rather than edit one that is already in the list as a dependent.

Relationship:	Primary	Contingent	Percentage	Name	SSN	Gender
Other	<input type="checkbox"/>	<input type="checkbox"/>		Thomas		Male
Other relationship:	<input type="checkbox"/>	<input type="checkbox"/>		Adult Son		Female

Name:
 First Last Suffix

SSN:

Gender: ☒ Male ☐ Female

When you are finished reviewing each benefit select “Next” on the top or bottom of the benefit screen and you will be directed to the benefit election screens. If you would like to add additional life insurance, short-term disability or cancer insurance you may be required to provide proof of good health which will be coordinated through our vendors UNUM and USAble Cancer.

7. Sign and Submit

When you have finished making your elections you will be able to review your elections and associated cost before you sign your form.

[illegible]

To complete your enrollment, enter your pin (last four digits of your SSN and two digit birth year) and select “sign form.” You have successfully completed your enrollment after you have signed your form. You may print a copy for your records at the bottom of the screen.

8. What to Expect After You Enroll

Upon completion of your enrollment, you will receive an email confirming your elections and costs. If you do not receive a confirmation email, or need to make changes, please re-enroll, or contact your Human Resources office for assistance.