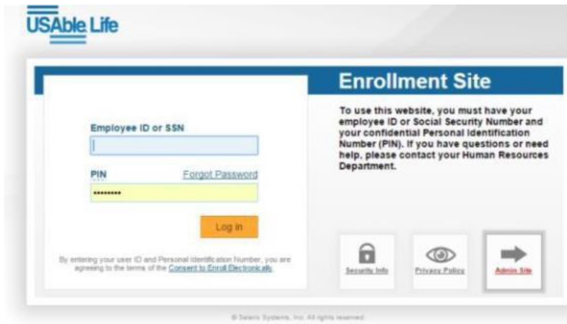
# Open Enrollment Guide: ASU Open enrollment November 1 – November 15

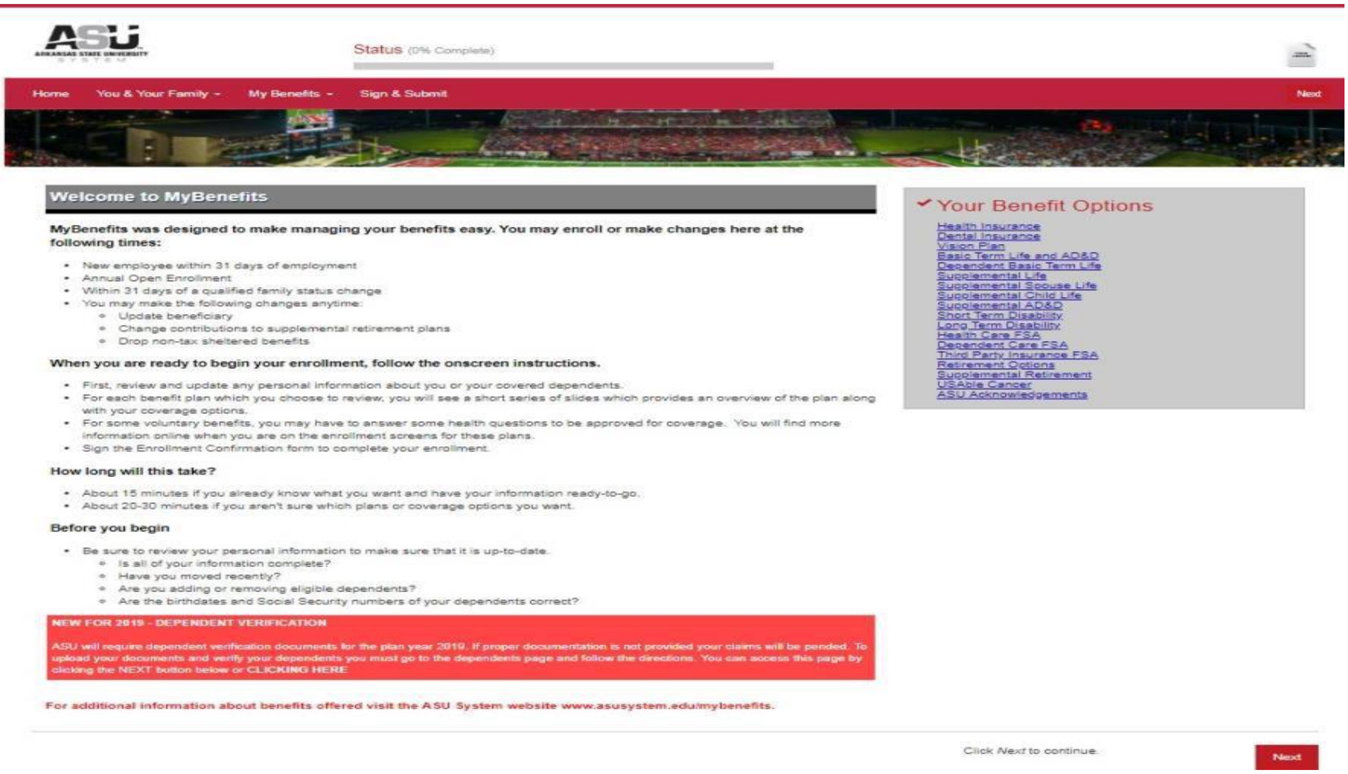
**Welcome to Open Enrollment for Arkansas State University, which takes place from November 1 through November 15, 2023. This is your annual opportunity to review your benefits coverage, consider your health care and other benefits needs for the coming year, review your beneficiary information, and make 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](https://usable.benselect.com)**

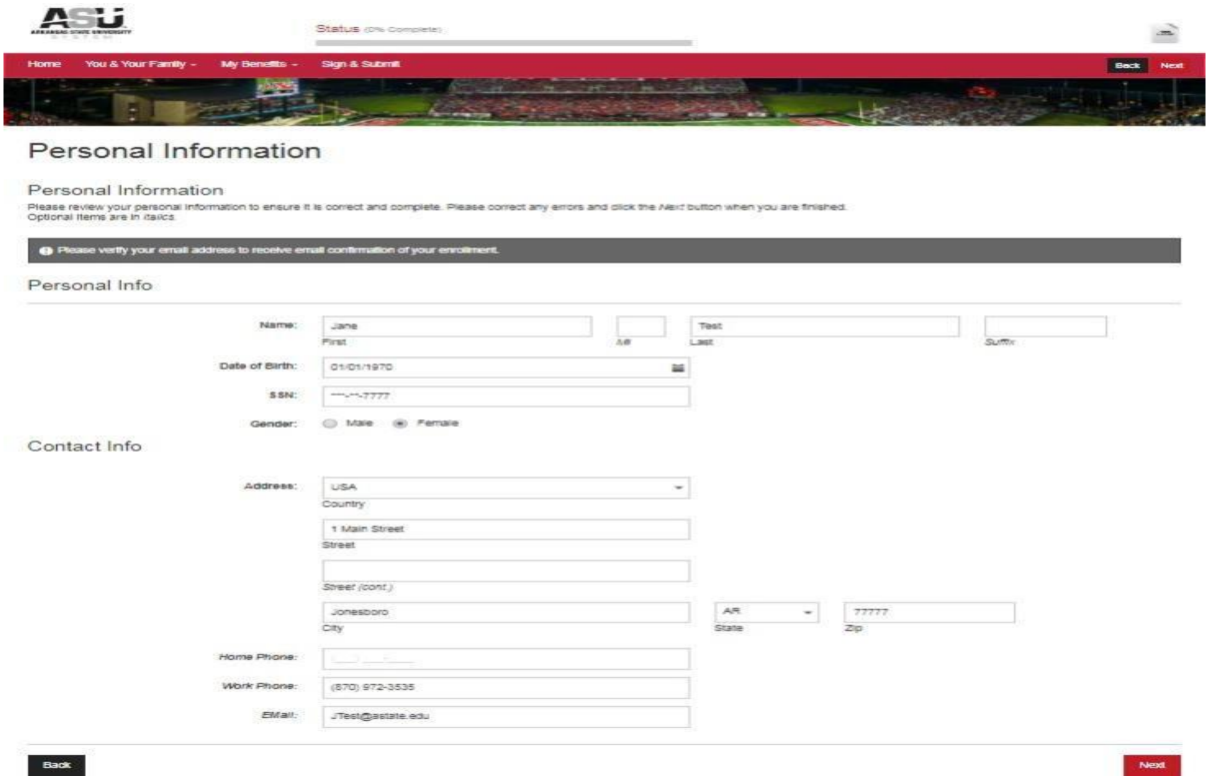



1. **Employee Login**
   Enter your Social Security Number (SSN) or your Employee ID and your PIN (Your PIN is a combination of the last 4 digits of your SSN and the 2-digit year of your birth)

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.



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.

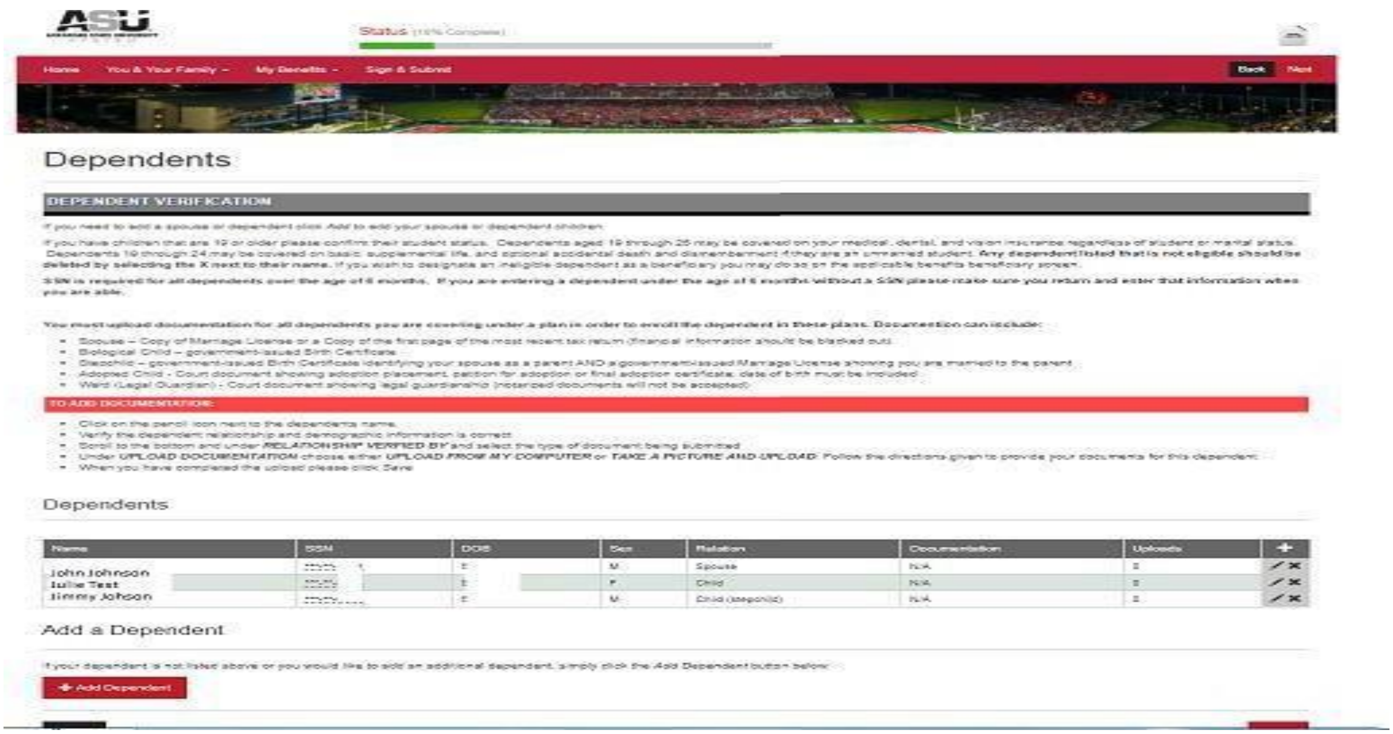



4. **Dependent Verification**
If you are adding dependents that are not currently covered under your plan, you must provide documentation for those dependents. Eligible dependents and required documentation include:

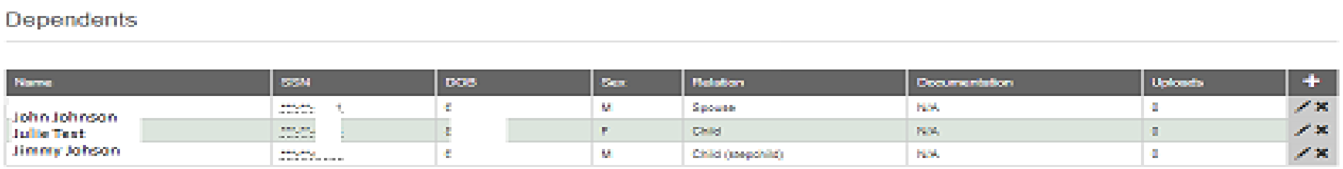
| Dependent | Documentation |
|---|---|
| Spouse | Marriage Certificate or First page of the latest tax return showing spouses info |
| Biological Child | Government issued Birth Certificate |
| Adopted Child | Court documents |
| Stepchild | Government issued Birth Certificate (Must use Marriage Certificate 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.

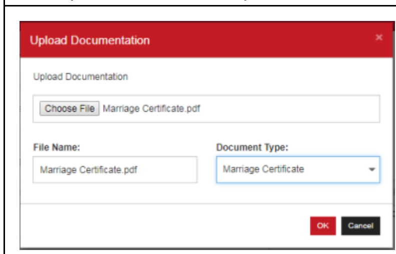
To add an eligible dependent select the Add Dependent button. 




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




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.

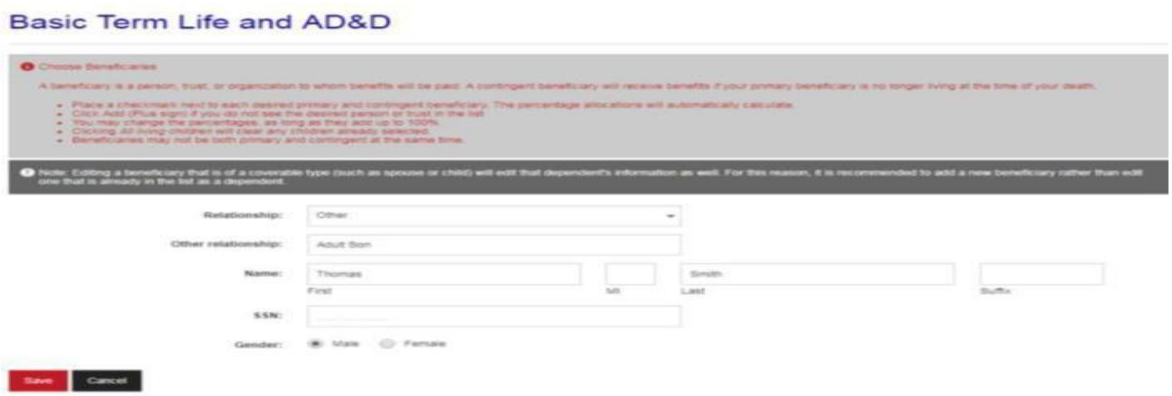

<table>
<tr><td>To Upload from Computer</td><td colspan="2">To take a picture and upload</td></tr>
<tr><td></td><td>Take a picture of the QR code on your screen.<br></td><td>You will then be promted to open selerix on your phone, scan the QR code and then take a picture of your supporting documentation.</td></tr>
</table>

**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 BENEIFICIARY 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.




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.


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.