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, 2024. 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

> USAble Life **Enrollment Site** 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 Forgot Passy 0 0 mþ

To begin your enrollment, visit the Enrollment Website at 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.



Next

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.

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	Street (cont.)					
	Jonesboro	AR.	-	77777		
	City	State		Zip		
Home Phone:						
Work Phone:	(870) 972-3535					
Elfall	uTest@astate.edu					
Linds,						

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" mext 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.



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

Dependents

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Julie Test	2222	2	F	Child	N/A	0	/×
Jimmy Johson		e	M.	Child (stepchild)	NA	0	/×

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.

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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.

Basic Term Life and AD&D

A teneficiery is a person, trust, or organization	to whom benefits will be part. A control	pert beneficiary will receiv	e benefits if your primary beneficiar	ris no longer living at the time of your death.
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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.

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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.