

# 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

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.

**ASU**  
ARKANSAS STATE UNIVERSITY

Status (0% Complete)

Home You & Your Family - My Benefits - Sign & Submit Next

### Welcome to MyBenefits

MyBenefits was designed to make managing your benefits easy. You may enroll or make changes here at the following times:

- New employee within 31 days of employment
- Annual Open Enrollment
- Within 31 days of a qualified family status change
- You may make the following changes anytime:
  - Update beneficiary
  - Change contributions to supplemental retirement plans
  - Drop non-tax sheltered benefits

When you are ready to begin your enrollment, follow the onscreen instructions.

- First, review and update any personal information about you or your covered dependents.
- For each benefit plan which you choose to review, you will see a short series of slides which provides an overview of the plan along with your coverage options.
- For some voluntary benefits, you may have to answer some health questions to be approved for coverage. You will find more information online when you are on the enrollment screens for these plans.
- Sign the Enrollment Confirmation form to complete your enrollment.

How long will this take?

- About 15 minutes if you already know what you want and have your information ready-to-go.
- About 20-30 minutes if you aren't sure which plans or coverage options you want.

Before you begin

- Be sure to review your personal information to make sure that it is up-to-date.
  - Is all of your information complete?
  - Have you moved recently?
  - Are you adding or removing eligible dependents?
  - Are the birthdates and Social Security numbers of your dependents correct?

**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](#)

For additional information about benefits offered visit the ASU System website [www.asusystem.edu/mybenefits](http://www.asusystem.edu/mybenefits).

Click Next to continue. **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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Home You & Your Family - My Benefits - Sign & Submit Back Next

## Personal Information

**Personal Information**  
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 *italic*.

Please verify your email address to receive email confirmation of your enrollment.

**Personal Info**

Name: Jane Test  
First Last Suffix

Date of Birth: 01/01/1970

SSN: 7777

Gender:  Male  Female

**Contact Info**

Address: USA  
Country

1 Main Street  
Street

Street (cont.)

Jonesboro  
City

AR  
State

77777  
Zip

Home Phone:

Work Phone: (570) 972-3535

Email: jtest@state.edu

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### 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 insurances 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 (marital 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	0	+ / X
Julie Test	■■■■■■■■■■	■■■■■■■■■■	F	Child	N/A	0	+ / X
Jimmy Johnson	■■■■■■■■■■	■■■■■■■■■■	M	Child (stepchild)	N/A	0	+ / 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	0	+ / X
Julie Test	■■■■■■■■■■	■■■■■■■■■■	F	Child	N/A	0	+ / X
Jimmy Johnson	■■■■■■■■■■	■■■■■■■■■■	M	Child (stepchild)	N/A	0	+ / 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 Selerix 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** X

Upload Documentation

Marriage Certificate.pdf

File Name:  Document Type: Marriage Certificate

### 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.

