

# Section 1: Accessing Benefits Enrollment

## Newly Hired/Newly Eligible Associates

If you are a new employee or recently became eligible for benefits your event will be available from the Employee Dashboard.

**Click** either “Enroll” button and proceed to Section 2.

**Important:** you will be timed out after 20 minutes of inactivity and your elections will not be saved or recorded. If you need more time, it is very important that you *click* “Next” until you reach the Summary page. From the Summary page you will be able to *click* “Save & Return Later.”

If you press “Cancel” at any time during the process, your changes will not be saved and you will be returned to the Employee Dashboard.

## Current Associates

If you are reporting a life event please choose the “Report an Event” button from the Employee Dashboard. This opens a pop up window.

Please choose from the drop down menus to report your event.

**Important:** Life event options will not go into effect until approved. See Section 4 for additional information.

Your Life event will be available for 24 hours. If you re-enter the system during your 24 hour period you may access the event from the Employee Dashboard, **click** either “Enroll” button.

## Annual Enrollment

From the Employee Dashboard you can **click** the **Enroll Today!** button anytime during the Annual Enrollment Period.

## Section 2: Adding and Managing Dependents

Dependents must be added to the system before they can be added to coverage. You will need your dependents names, birthdates and Social Security Numbers to complete this section.

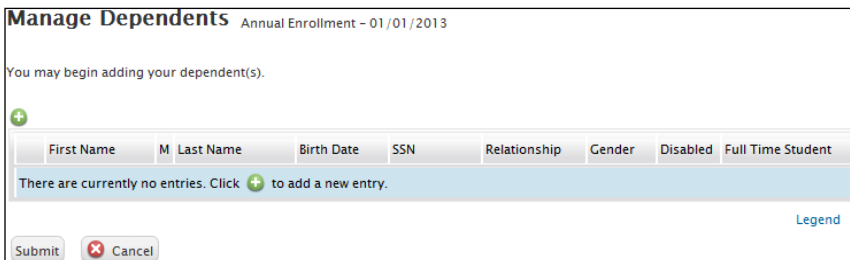
**Click** the blue Manage Dependents hyperlink from the Summary page.



Name	Relationship	Birth Date
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Any dependent already in the system will be listed on the Manage Dependents page.


To add a new dependent to coverage, **click** the green “+” sign to add dependents.



**Manage Dependents** Annual Enrollment – 01/01/2013

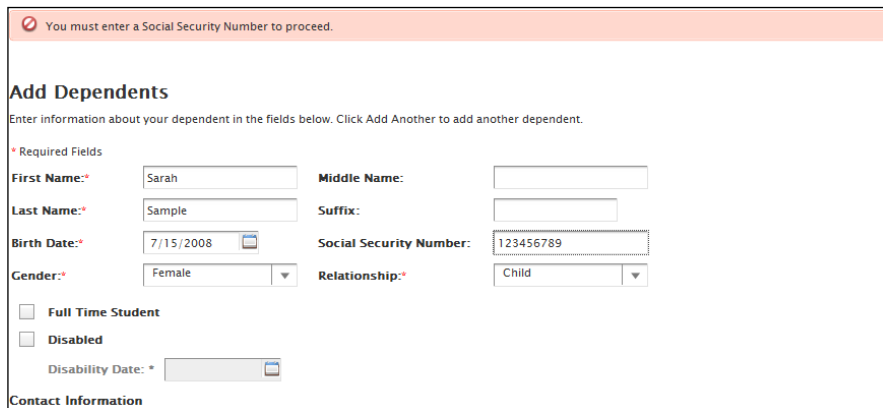
You may begin adding your dependent(s).




First Name	M	Last Name	Birth Date	SSN	Relationship	Gender	Disabled	Full Time Student
There are currently no entries. Click  to add a new entry.								

[Legend](#)

The “Add Dependents” page opens. Complete the dependent’s information in the fields as required. **Click** the Done button after each entry. Repeat to add all dependents you wish to cover under your plan. Then **click** Submit.



 You must enter a Social Security Number to proceed.

**Add Dependents**

Enter information about your dependent in the fields below. Click Add Another to add another dependent.

\* Required Fields

**First Name:**  **Middle Name:**

**Last Name:**  **Suffix:**

**Birth Date:**  **Social Security Number:**

**Gender:**  **Relationship:**

☐ Full Time Student

☐ Disabled

Disability Date: \*

Contact Information

**Important:** Adding a Dependent to the system does not add the dependent to coverage. If you want a dependent to have coverage for Medical and/or Dental and/or Vision you must make those specific elections in each benefit area.

## Section 3: Electing Benefits

Once you have completed adding your dependents, you may begin electing benefits.

**Select** the plan you wish to elect for the upcoming plan year using the radio buttons, then **select** the dependents you want to add to coverage by clicking the checkbox.

### Medical

Annual Enrollment - 01/01/2013

View my cost amounts:

☒ Semi-Monthly ☐ Monthly ☐ Annually

Please refer to the Guide To Your Benefits for details on each available medical plan. You can click on the medical plan names to access mycigna.com.  
Select a medical plan option and coverage below.

### Options

Plan Options	Employee	Employee + One Eligible Dependent	Employee + Two or more Eligible Dependents
<input checked="" type="radio"/> BIC Value Health Plan PPO			
<input type="radio"/> BIC Choice Health Plan ABHP			
<input type="radio"/> Waive Coverage			

### Coverage Information

	Name	Relationship
<input checked="" type="checkbox"/>		Self
<input checked="" type="checkbox"/>		Spouse

[Legend](#)

### Taxation

Deduct the benefit cost from my paycheck before taxes are withheld.

[Next](#)

[Cancel](#)

When you have finished making your benefit elections for all benefit areas, **click** the “Done” button to be returned to the Summary page. Review all of the information and if everything is accurate, **click** the “**Confirm Elections**” button at the bottom of the page, the Certification Statement opens. **Click** the “I Agree” button.

Use the radio buttons to specify if you want an email sent to notify you when updates are complete using the radio buttons. If an email address is not listed for you, you will need to type your email address each time you access this site. After you **click** “Submit”, the Confirmation page opens, you will see a green bar appear across the top of your Summary with your confirmation number.

### Confirmation

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You have successfully completed your enrollment. Your confirmation number is **20121028162053**



You must provide proof for the elections and/or dependents highlighted below before coverage goes into effect. On each highlighted election, click Conditions Apply for details.

If you would like a paper copy of your elections, click “Done” and then click “View Confirmation” which is located on the next screen. If you do not have access to a printer, please contact Human Resources. Click Done to complete the enrollment process.

**Important:** Your elections will NOT be processed until you have completed the certifications steps and received a confirmation number.

