

New

MyBenefits.nd.edu

Online benefits enrollment system

MyBenefits.nd.edu is a new, more robust website for enrolling in your benefits and managing your life insurance beneficiaries.

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MyBenefits.nd.edu, a new platform for selecting your 2016 benefits, will be introduced for Open Enrollment. This new tool will be available day or night, and will include easy access to plan information to help users make informed benefits decisions.

The screenshot displays the MyBenefits.nd.edu website interface. The browser address bar shows the URL <https://mybenefits.nd.edu>. The user is logged in as an employee named Michael Fabour, with a BenAdmin role. The page features the University of Notre Dame logo and a background image of the campus. A large hand cursor is pointing at the 'Spouse' option in the 'Make Changes' section. The 'Current Benefits' section lists the following:

Benefit Category	Amount
From Your Pocket	\$110.88
Medical	\$71.00
HMO Plan - Select	
Dental	\$20.68
Delta Dental PPO POS	
Vision	\$8.56
EyeMed	
Base Life Insurance	\$0.00
Supplemental Life	\$10.64

The 'Make Changes' section includes options for 'Change Password', 'Child', 'Confirmation Statement', 'Enrollment Summary', and 'Spouse'. A 'Help Information' section on the right provides additional resources for users.

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Frequently Asked Questions

What will I need to enroll?

You will need your University netID and password, and your notes on the benefits elections you wish to make. If you are enrolling new dependents, you will need the full legal name, date of birth, and social security number for each new dependent.

Can I change my benefits anytime during Open Enrollment?

Yes. MyBenefits.nd.edu is available 24 hours, 7 days a week from October 20 through November 6, 2015. You may log in anytime during this period to enroll in your benefits.

Can I change my benefits any other time?

After your initial enrollment at hire, your opportunities to change benefits remain limited to two circumstances: 1) during the annual Open Enrollment period, and 2) within 31 days of a qualifying event.

What is a Qualifying Event?

Certain life events may require changes to your benefits, such as marriage, divorce, birth, loss of a dependent's eligibility, and other events of that nature. If you experience an event that qualifies, then you may submit changes to your benefits in MyBenefits up to 31 days from the date of the event. See a full list of qualifying events at hr.nd.edu/benefits.

When can I review my benefit elections in MyBenefits?

Anytime. Your current elections are already there - feel free to review them today. Your 2016 elections and your confirmation statement will be available for your review beginning late November, and anytime after that.

Will I need to re-enroll my children, spouse, or other dependents?

Not if they are already enrolled. Your enrolled dependents will appear in the new MyBenefits system. You will not need to re-enter them or re-verify their eligibility (though you should double-check the accuracy of their information).

If you wish to add any dependents who aren't already covered, you will need to enter them. Be sure to review all of your benefits elections in MyBenefits to confirm that your new dependents are covered as you desire.

Also: to ensure that all life insurance beneficiaries are up-to-date, you will be asked to re-enter your life insurance beneficiaries for 2016.

What if I need help enrolling?

You can get help in several ways:

- Consult the enrollment tutorial booklet online at hr.nd.edu/benefits/.
- There will be several help sessions on campus where a Human Resources representative can guide you through online enrollment. Find the help session schedule at hr.nd.edu/benefits/.
- Computer kiosks will be available at Irish Health, and members of the benefits team will be on hand to answer your questions.
- If you still need help, contact the *askHR* customer service center at 574-631-5900 or askHR@nd.edu.

Reminder: ***if enrolling new dependents...***

*When enrolling a spouse or dependent in University benefits, documentation must be provided to verify the spouse or dependent's relationship to the benefit-eligible faculty or staff member. If you are adding a spouse or dependent during the Open Enrollment period, documentation of eligibility must be provided in person to the Office of Human Resources no later than **Friday, December 11**. If documentation is not received by the deadline, the spouse or dependent will not be enrolled. For more information on the required documentation, see <http://hr.nd.edu/benefits/verify>.*