How to Complete My Benefit Enrollment – Open Enrollment 2024

Before you Start: Make sure you have your **network ID** and your **network password** available.

1. On the Aspirus Intranet go to Life & Career -> Employee One Stop and select

   "**Infor CloudSuite Application**" and then Login:

2. If prompted, login to GHR using your **network ID** and your **network password**.

3. From your homepage in GHR, click on the **Benefits** tile:
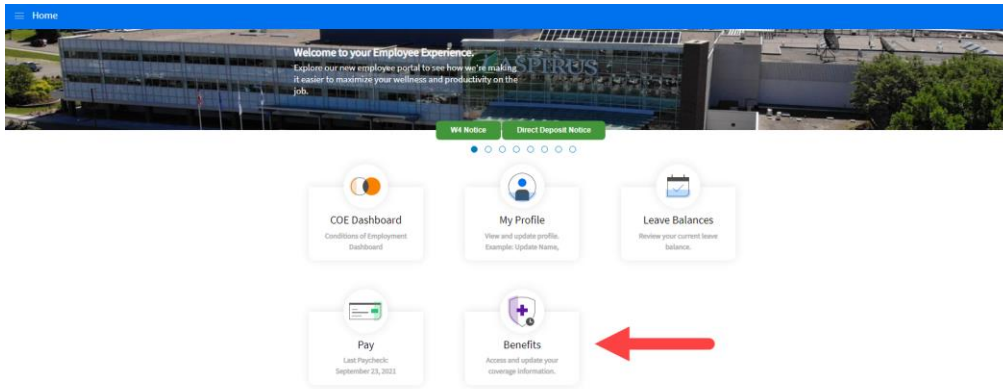
4. In the upper left-hand side of your screen, select "**Start Enrollment.**"
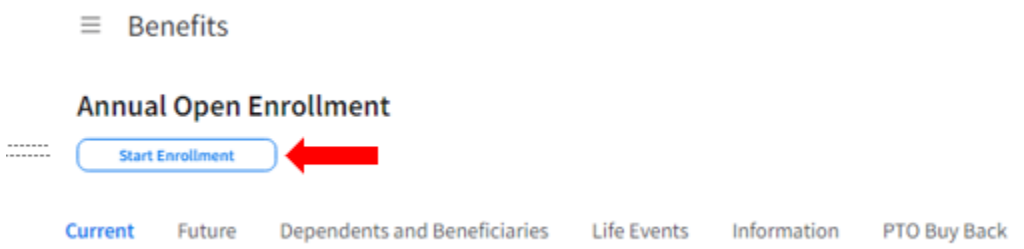
5. Review the "**Helpful Hints**" page. Once reviewed, select "**Next**" in the upper right corner of the screen to move

   to the next page.

6. On the **Profile Validation Survey** screen, please review your Address, Contact Information and Emergency

   Contacts. Double click to update as needed.

   Within your Contact Information, you can choose to Opt-In for Text Messages. Double click into your phone
   number or "Add Phone" and check the box to opt-in to receive text messages in the future for things like Open
   Enrollment reminders.

Telephone Type
Landline

Country/Jurisdiction Code: 1
Phone Number
Ext
☑ Opt- In for Text Messages ⬅

7. Once you have reviewed your information and made any necessary updates, select **"Profile Validation"** on the upper right-hand side of your screen.

≡ Annual Open Enrollment For JENNIFER HENRICHS-CASKEY

Back   ➡ Profile Validation
                                                  Next

Profile Validation Survey
You must complete the Profile Validation Survey using the button located above 'Next' in the upper right hand corner. Once you respond yes to all questions on the Profile Validation Survey, you may begin enrolling in benefits.
Current Status- You are not eligible to proceed until you respond yes to all questions on the Profile Validation Survey located in the upper right hand corner.
Not Completed
Name
Change Name
Full Name

8. You will be asked a series of 5 questions. You must answer "Yes" to each question before you can enroll in benefits. Once you have answered "Yes" to each question and clicked Submit, you will be eligible to enroll in benefits. Click "Next" on the upper right-hand side of your screen to continue.

                                          ➡ Next

Profile Validation Survey
You must complete the Profile Validation Survey using the button located above 'Next' in the upper right hand corner. Once you respond yes to all questions on the Profile Validation Survey, you may begin enrolling in benefits.
Current Status- You are not eligible to proceed until you respond yes to all questions on the Profile Validation Survey located in the upper right hand corner.
Eligible

9. Review your Dependents and Beneficiaries. You can "Add" or "Update" as needed. When you add a Dependent, they also appear as a Beneficiary option. You will assign beneficiaries to a specific benefit (example life insurance) in the Enrollment section.

10. You must Attest that each dependent you enroll is an eligible dependent. "Need to complete Attestation for this dependent" will appear in red if this step must still be completed. Click "Review Attestation" to complete.

TESTER TESTY
Daughter
January 1, 2020
xxx-xx-4455
Need to complete Attestation for this dependent

                                          ➡ Review Attestation   Open

11. Click "Complete Attestation" and then "Ok."

☰ Dependent Eligibility Attestation for TESTY, TESTER

Dependent Eligibility Attestation
Click 'Download Attestation' to download a copy of the Attestation document: [Download Attestation]

Agreement
If the following are true, click on 'Complete Attestation'

I certify that the information I have provided in my enrollment for benefits is true and all dependents enrolled in cove

I understand that covering dependents who do not meet the eligibility criteria, intentionally or unintentionally, may r

[Complete Attestation]

Once the Attestation is complete, the notation under your dependent will turn green.

TESTER TESTY
Daughter
January 1, 2020
xxx-xx-4455
Attestion completed for this dependent on November 1, 2023

12. Once Dependents are added and Attestations are complete, click on "**Enroll in Benefits**" on the upper right-hand side of the screen to continue.

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[Back]   [Enroll in Benefits]

Please note: when you add a dependent they also appear as a beneficiary option. Beneficiaries are not assigned from this screen. You assign them within the applicable benefit plan (disability and Life Insurance plans).

Dependents   ⬚ Add   ✎ Update   ⋯

13. From the "**Enrollment"** screen you are able to Review Current Benefits, Return to Dependents or review Important Information.

- Review your current benefit elections, especially optional life insurance, as current elections will not appear on the enrollment screen.
- Review "Important Information" as it provides valuable information about specific benefits that is useful as you enroll.

14. From the "**Enrollmen**t" screen you can start to Select your benefits.

15. Once you select a benefit, the card moves to the top left-hand side. If you selected an option to cover dependents, the card will say "Errors Exist".

   - To resolve the error, click on "Resolve Errors by Enrolling Dependents".

16. Click "Enroll Dependent" and select the dependents you want covered under that benefit, then click Submit. Repeat for each dependent you need to enroll under that benefit and then click Submit.

   - Click "Next" in the upper right-hand side to enroll in the next benefit.

17. Review all listed benefits and make elections or waive coverage as necessary. Toggle through each listed benefit by using the "**Previous**" and "**Next**" buttons at the upper right corner of the screen.

18. Benefits for which you have elected a coverage tier that will cover dependents, be sure to use the "Resolve Errors by Enrolling Dependents" as shown above.

19. For Life & LTD benefits, be sure that you have named a beneficiary for your elected coverage. To add/update beneficiary designation:

   - Click on "Resolve Warnings" when reviewing the benefit.
   - Click on "Select Beneficiary"
   - Complete the form indicating the beneficiary, if they are Primary or Contingent and designate a specific percentage or amount of the benefit to the beneficiary and click "Submit". Designations must equal 100%.
   - Once designations have been made/updated click "Submit".

5
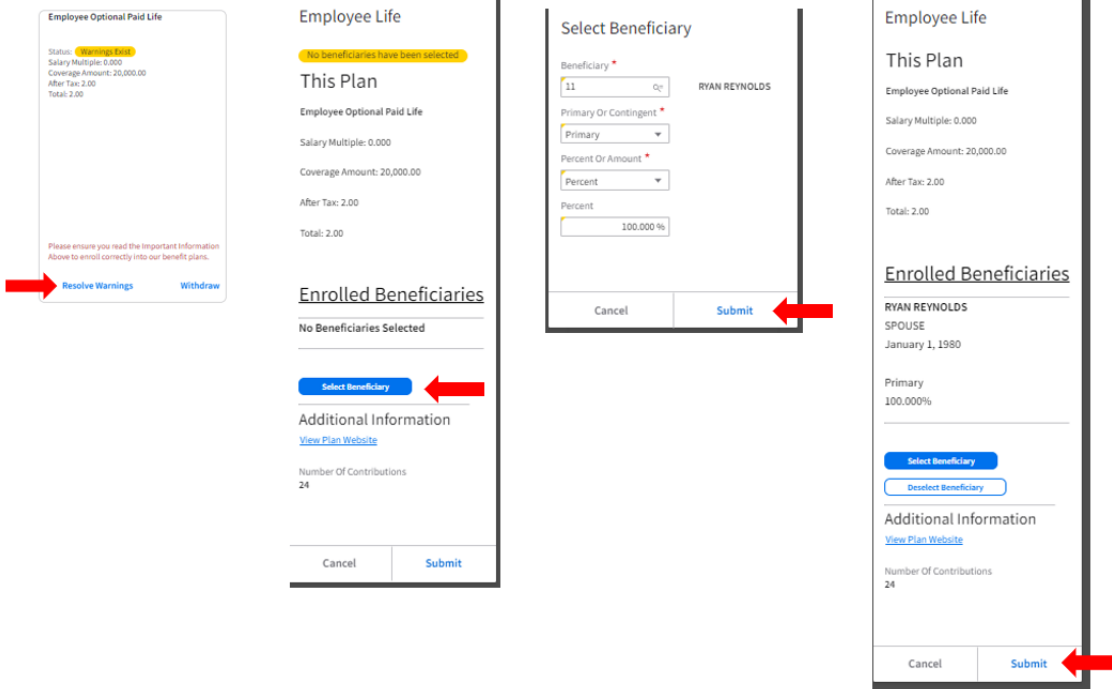
20. To make changes to beneficiaries, click on the card for the applicable benefit and "Select Beneficiary" or "Deselect Beneficiary" and complete as outlined above.

21. Once you reach the **Review and Submit** screen, click "Response." If you are dropping a dependent from coverage in anticipation of an upcoming life event, like divorce, click on the appropriate response. If you are not dropping a dependent due to an upcoming life event, select "No" and then Submit.

22. Once you reach the final **Review and Submit** screen:
    - You will see your elected 2024 benefits and the Pay Period cost for each benefit (for health insurance the premium shown <u>does not</u> include the wellness incentive)
    - Select "**Submit**" to enter in your 2024 Open Enrollment elections.
    - Click box to Agree to Enrollment Terms
    - Click Submit

Review and Submit

Anticipation Questions

Required if you dropped health, dental and/or vision coverage for a spouse and/or dependent, was this done in anticipation of one of the reasons below? If not, select No.

(Response)

Submit Your Enrollment

There are no errors and you have not submitted your elections yet.

(Submit)

Submit

Click Submit to confirm you are submitting your benefits

Aspirus and I agree my compensation will be reduced by the amount required to pay my portion of the benefits I have elected for enrollment. I understand deductions for Sect. 125 plan enrollments will be taken pre-tax.

By checking the box I also acknowledge that the elections I've chosen are not finalized until approved.

☑ Agree To Enrollment Terms

Cancel	Submit

23. You will receive a message that your benefits submission was successful; you can View your Confirmation Form and save it for future reference.

Your benefits submission was successful. Please review and print your Confirmation for proof of enrollment. This will also be emailed to your work email address for future use.

(View Confirmation)

24. Your enrollment is complete! You can log out of GHR.

25. If you need to make a change to your Open Enrollment elections, you will use the directions in this document to "**Resume Enrollment**" of your **Open Enrollment Event** and make your elections. You will need to **submit** your elections again when you reach the **Review and Submit** screen.

26. After 11/19/2023, elections can only be changed if you experience a qualifying event.

   Examples of qualifying events:
   - Marriage or divorce
   - Birth or adoption

- Death of a spouse or covered child
- Change in your spouse's work status affecting benefit eligibility. Examples include starting a new job and becoming newly eligible for benefits or leaving a job in which they are receiving benefits
- Change in your child's benefit eligibility
- Becoming newly eligible for Medicare or Medicaid during the year

You must notify and provide the appropriate documentation to Human Resources within 31 days of a qualifying event. If you do not notify Human Resources and provide documentation within 31 days, you must wait until the next open enrollment period to make benefit changes, unless you have another qualifying event.