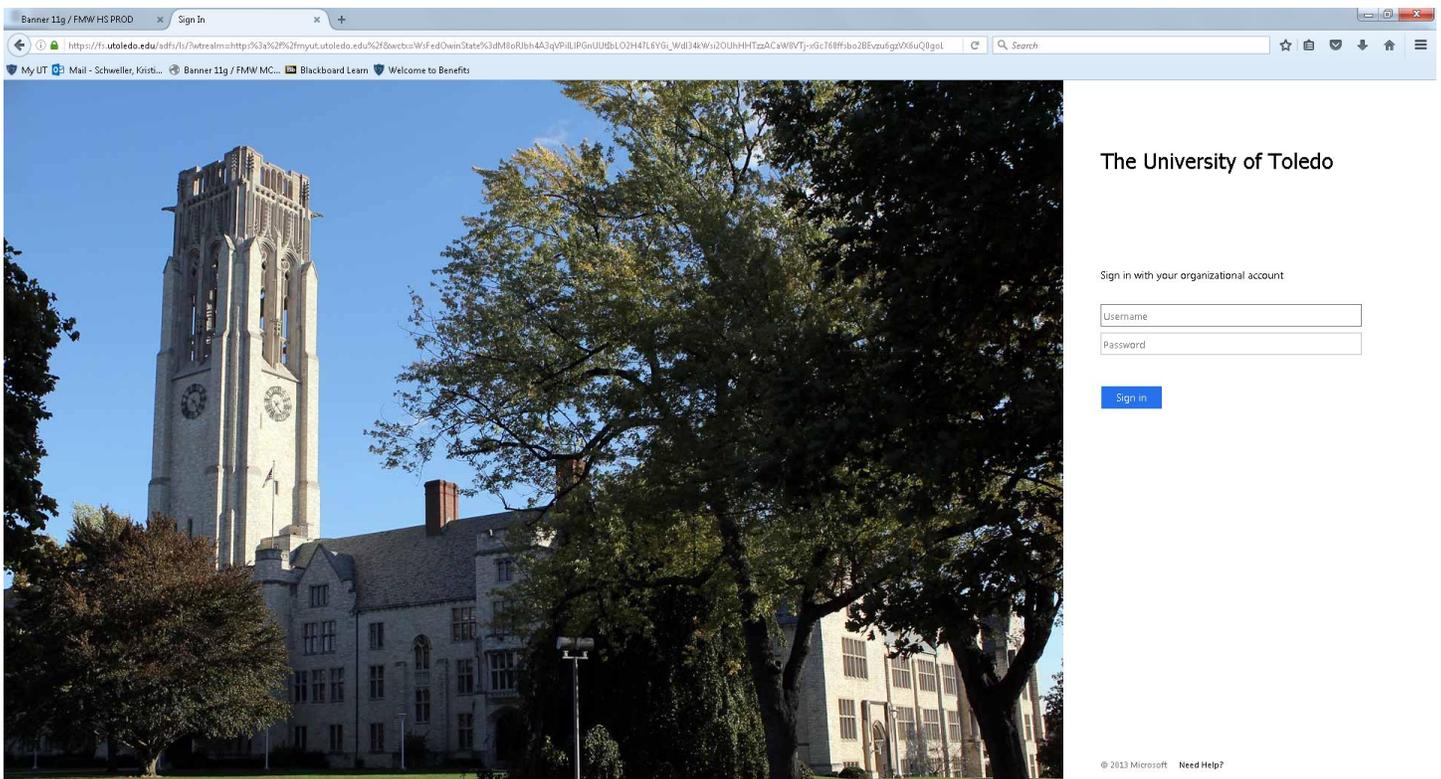




ONLINE OPEN ENROLLMENT DIRECTIONS

STEP 1:

Go to <http://myut.toledo.edu> and **LOG-IN**.



STEP 2:

On the Employee tab, under Benefits Information, select **2017 Open Enrollment**.

The screenshot shows the myUT portal interface. At the top, there is a navigation bar with links for MY UT HELP, ACCOUNT MAINTENANCE, PARENT/GUEST PAYMENT, WELCOME TRACY MCDOLE, and LOGOUT. Below this is the myUT logo and a horizontal menu with tabs for STUDENT, STUDENT RESOURCES, UC DEGREE INFO, EMPLOYEE, UT COMMUNITY, and LIBRARY. The EMPLOYEE tab is selected. The main content area is divided into several sections:

- MY TOOLKIT**: Includes Personal/Office Information (Name Change, SSN Change, Update Addresses, etc.), Pay Details & Leave Balances (View Pay Stubs, Earnings History, etc.), Other Services (Request/Cancel Employee Meal Plan, etc.), **Benefits Information** (Benefit Enrollment - New Hire/Newly Eligible, Benefit Enrollment - Qualifying Events, Benefits Webpage, Benefit Summary, Rocket Wellness, Tuition Waiver), and Employment Resources (Faculty Electronic Personnel Action (ePAF)).
- EMAIL AND UTAD ACCOUNT**: Includes Outlook Web Access (for Faculty/Staff Exchange users), My UT Account (Maintain your UTAD account information), Access your junk mail, and Rockets Email.
- MY BANNER**: Includes Banner INB Production Login (PROD) and Banner Finance SSB.
- SYSTEMS ACCESS FORMS**: Lists various access requests like Banner DEVL Instance Access Request, Banner/Lawson Finance Access Request, etc.
- WORKPLACE TOOLS**: Includes Accounts Payable Information, Lawson Production Login, Internet Explorer, P-Card Homepage, Budget and Planning (FY15 Blue Book, FY16 Blue Book), and Miscellaneous Services & Requests (B&H Photo, Audio, Video Online Ordering).

The **Benefits Information** section in the MY TOOLKIT is circled in red, highlighting the "Benefit Enrollment - New Hire/Newly Eligible" link.

STEP 3:

LOG-IN to Open Enrollment with your UTAD and Password.

The screenshot shows the top navigation bar of the University of Toledo website with links for HOME, ADMISSION, COLLEGES & PROGRAMS, ATHLETICS, DIRECTIONS & MAPS, ABOUT UT, A-Z LIST, and MEDICAL CENTER. Below the navigation bar is the University of Toledo logo and social media icons for Facebook, Twitter, and YouTube. The main content area is titled "WELCOME" and "Open Enrollment". On the left, there are links for "Instructions" and "Healthy U Campaign". The login form consists of two input fields: "User Name" and "Password", followed by a green "Log In" button. Below the form, there is a text link: "If you have questions, please contact Benefits at Benefits@utoledo.edu or call 419-530-4747."

STEP 4:

Please answer the self-identification questions regarding Veteran, Disability, and Healthy U (if you are not currently a member). Then, please read this very important information and **CLICK CONTINUE**.

The screenshot shows the same top navigation bar as the previous page. Below the navigation bar is the University of Toledo logo and social media icons. The main content area is titled "WELCOME" and "Open Enrollment". On the right, there is a "Log Out" link. On the left, there are links for "Instructions" and "Healthy U Campaign". The main text reads: "Welcome to The University of Toledo Benefits Open Enrollment. Employees have the opportunity to elect or make changes to their benefits during Open Enrollment." Below this, there is a section titled "Important Deadline:" followed by a bullet point: "• Complete online process no later than 11:59pm on Monday, October 31, 2016". The next paragraph states: "Once you have completed your online enrollment, please click on the 'Submit to HR' link at the bottom. You will receive a 'Congratulations, you successfully submitted your 2017 healthcare elections' message. If you do not receive this message, your open enrollment did not get submitted. You will need to review your elections and correct any errors that appear in red. Once you have successfully submitted, you will receive a confirmation email summary in your University email." Below this, there is a section titled "Please press 'Continue' below to begin." followed by a green "Continue" button. At the bottom, there is a text link: "If you have questions, please contact Benefits at Benefits@utoledo.edu or call 419-530-4747."

STEP 5:

Review 2016 benefit summary, verify address for accuracy, and then **CLICK BEGIN 2017 OPEN ENROLLMENT.**



WELCOME

Instructions

Healthy U Campaign

Open Enrollment

[Log Out](#)

Employee Name	Date of Birth	Social Security Number	Rocket Number
Rocket, Rocky	12/01/1982	*****5679	R00000001
Hiring Location	University Email Address	Office Phone Number	
Main Campus Academic	Rocky.Rocket@utoledo.edu	419-5304747	
Home Address	Home Phone Number		
2801 W Bancroft St Toledo OH 43606	419-5304747		

If the address and phone information above is not correct, please click [here](#) to be redirected to your myUT Portal, log in and update your information in Employee Self Service.

Employee Elections for 2016

Medical	Dental	Vision
Paramount Healthcare Employer Select	Selected	Selected

Flexible Spending Account Election	Annual Election Amount
Healthcare FSA	Selected \$ 900.00
Dependent Care FSA	Waived \$0

Health Savings Account	
Election	Annual Employee Amount
Not Available	Not Available

Election Summary for 2016

Name	Relationship to Employee	Date of Birth	Gender	Social Security Number	Medical	Dental	Vision
Rocky Rocket	Self	12/01/1982	M	*****5679	Paramount Healthcare Employer Select	Selected	Selected
Sarah Rocket	Wife	01/01/1985	F		Yes	Yes	Yes
Robbie Rocket	Child	02/01/2015	M		Yes	Yes	Yes



[Begin 2017 Open Enrollment](#) [Print](#) [Exit](#)

If you have questions, please contact Benefits at Benefits@utoledo.edu or call 419-530-4747.

STEP 6:

This is the screen where your changes will be made. Complete elections for 2017. To elect/change medical, dental and/or vision coverage, use the corresponding **ELECT/CHANGE** button.

Employee Elections for 2017

Medical	Dental	Vision
Paramount Healthcare Employer Select	Elected	Elected

 Click [here](#) to see 2017 PREMIUMS.

Flexible Spending Account	Election	Annual Election Amount
Healthcare FSA	Waived	\$0
Dependent Care FSA	Waived	\$0



Health Savings Account	
Election	Annual Employee Amount
Not Available	Not Available



STEP 7:

Complete dependent elections for 2017. Under Dependent Elections, use the corresponding Elect/Change button to make the appropriate changes. If you are adding a spouse or domestic partner on your Paramount ES or OBA/Frontpath plan, you will need to **SELECT** the **ELECT/CHANGE** button next to the corresponding name to complete the Spousal/Domestic Partner Healthcare Eligibility Affidavit. If your spouse/domestic partner is employed outside UT, you must print the hard copy of the Spousal/Domestic Partner Healthcare Eligibility Affidavit from the link in the Portal and his/her employer must complete the bottom of the form before it is returned to the Benefits Department (See step 8)

If you are adding a dependent over the age of 19, you will need to **SELECT** the corresponding **ELECT/CHANGE** button to complete the adult child certification.

Election Summary for 2017

	Name	Relationship to Employee	Date of Birth	Gender	Social Security Number	Medical	Dental	Vision
	Rocket, Rocky	Self	12/01/1982	M	*****5679	Y	Y	Y
 <input type="button" value="Elect/Change"/>	Rocket, Sarah	Wife	01/01/1985	F		Y	Y	Y
 <input type="button" value="Elect/Change"/>	Rocket, Robbie	Child	02/01/2015	M		Y	Y	Y



If you have questions, please contact Benefits at Benefits@utoledo.edu or call 419-530-4747.

STEP 8 (if applicable):

If you cover a spouse or domestic partner on your Paramount ES or OBA/Frontpath plan, you will need to complete the eligibility information seen below. If your spouse or domestic partner is employed anywhere other than UT, a Spousal/Domestic Partner Eligibility Affidavit will be displayed for you. Select "Click Here" to print, complete section A and B, then have your spouse or domestic partner's employer complete section C of the affidavit and return to HR by October 31, 2016. After you have printed this document, **CLICK SAVE**.

Make Elections

Medical Coverage:

- I Elect Medical Coverage for Spouse/Domestic Partner
- I Waive Medical Coverage for Spouse/Domestic Partner

Dental Coverage:

- I Elect Dental Coverage for Spouse/Domestic Partner
- I Waive Dental Coverage for Spouse/Domestic Partner

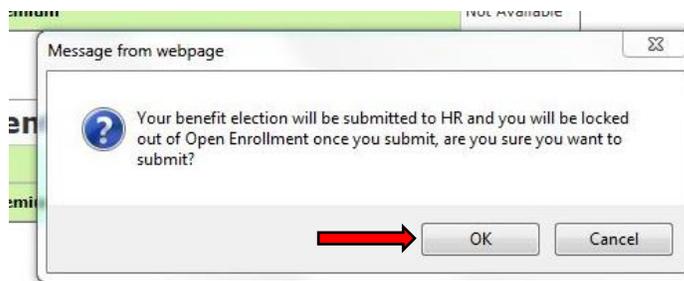
Vision Coverage:

- I Elect Vision Coverage for Spouse/Domestic Partner
 - I Waive Vision Coverage for Spouse/Domestic Partner
-



STEP 9:

CLICK OK to submit your enrollment. Your changes will not be submitted until this step is complete.



STEP 10:

Once you have submitted your selections to HR, you have completed your 2017 Open Enrollment Election. You will receive a confirmation message indicating you have successfully completed your enrollment. In addition, a summary will be emailed to your University of Toledo email address and you will have the option to **PRINT** a copy of your benefit elections. If applicable, return the completed Spousal/Domestic Partner Eligibility Affidavit from your spouse or domestic partner's employer by **October 31, 2016**.

Open Enrollment

You have enrolled in the following benefits for 2017

Medical:	Elected
Plan Elected	Medical Mutual CDHP
Covered Employee / Dependents	Rocket, Rocky / Rocket, Sarah / Rocket, Robbie
Your Per Pay Premium	\$136.71
Adult Child Premium (if applicable)	
Domestic Partner Premium (if applicable)	
University Per Pay Premium	\$546.82

Dental:	Elected
Covered Employee / Dependents	Rocket, Rocky / Rocket, Sarah / Rocket, Robbie
Your Per Pay Premium	\$14.96
Domestic Partner Premium (if applicable)	
University Per Pay Premium	\$59.83

Vision:	Elected
Covered Employee / Dependents	Rocket, Rocky / Rocket, Sarah / Rocket, Robbie
Your Per Pay Premium	\$1.87
Domestic Partner Premium (if applicable)	
University Per Pay Premium	\$7.46