Benefits Choice Enrollment

www.mybenefits.illinois.gov
MyBenefits Web Portal

The MyBenefits web portal is the employee’s online hub for benefit information and enrollment.

Tiles displayed on the landing page for State, Community College (CIP), Retired K-12 Teachers (TRIP) and Local Governments (Local) provide access to personalized information for each group.
MyBenefits Web Portal

Site is designed with a “Call to Action Bar,” which will notify employees of any actions that need to be taken.

Enrollment opportunities, pending documentation and request for updates such as email address, are displayed front and center on the site.
Employees have access to several self-service tools.

Self service tools allow the employee to complete a variety of changes, view current coverage and upload required documentation.
Employees have access to the Decision Support Tool.

The tool on the homepage displays current information for the current plan year.

The Decision Support Tool for the upcoming plan year can be found inside the Benefit Choice enrollment event.
All employees eligible for the Benefit Choice Enrollment will see a tile specifically designed to provide information regarding the upcoming plan year.

Inside the tile, employees can read through what’s changing for the upcoming year, link to the Benefit Choice booklets, and obtain provider information.
The tiles under the Recommended For Me section provide information related to the employee’s current benefits, eligibility and optional coverage choices.

The tiles under the You Might Find This Interesting section provide general health and welfare information that might be of interest to the specific employee.
MyBenefits Web Portal

Each tile will provide specific information and helpful tools to employees.

Displayed is the Provider Directory tile which will allow members to obtain information regarding providers and includes a director to contact each provider.
Benefit Choice Enrollment Event
Use the *Start or Modify* button to make elections for the Benefit Choice period.

**Start:** Make elections for the first time, the event will display an employee's current elections

**Modify:** Make changes while retaining and reviewing previous elections made within the same event.
Benefit Choice Enrollment Event

**Step 1 - Family**

Review and update family information in Step 1 of the enrollment.

Add dependents and edit basic dependent information.
Benefit Choice Enrollment Event

Step 1 - Family

To add a dependent, enter all required (*) fields, save and close the popup screen.

Use the Tip Tools (?) as a guide to understand requested information.
Benefit Choice
Enrollment Event

Personalize your benefits plan

Benefit Choice - July 1, 2018

1. Family  
2. Benefits  
3. Finalize

Step 1 - Family

After successful addition of dependents, the family screen will display all family members added to the employee’s profile.

Select the Next button to move on to Step 2.
Benefit Choice
Enrollment Event

Step 2 - Benefits

Step 2 in the enrollment process allows employees to elect coverage.

Use the Help me decide link to compare medical plans side by side.
Benefit Choice
Enrollment Event

Step 2 - Benefits

The Help me decide link will direct employees to the Decision Support Tool.

Employees will select the appropriate coverage tier, type of plan, and plans they would like to compare.
Benefit Choice
Enrollment Event

Step 2 - Benefits

Employees can select up to 3 plans to compare side by side.

The plan design will be displayed under each selection making it easy to identify differences between plans.

Use the Remove link at the top of the page to eliminate plans.
Step 2 - Benefits

Using the drop down, the enrollment tool will display only plans that are available to each specific employee.

If an HMO plan is selected, employees will be prompted to assign their primary care physician.
To add a dependent to coverage, select the Change who is covered link.

All dependents who were set up in Step 1 will appear in the popup window.

If the dependents are over-age or ineligible, the tool will not allow that dependent to be added to coverage.

If dependents are not checked, they will not be covered.
Benefit Choice

Enrollment Event

Step 2 – Benefits

After adding any dependent to the medical plan, the enrollment tool will display a critical error to ensure that the dependent is added to dental coverage.

Critical errors, displayed in red, will appear throughout the enrollment to enforce all plan rules.

Employees will not be able to complete their enrollment if a critical error is present.
Step 2 – Benefits

All covered dependents will appear in the tool, if a new dependent is added within Step 1 – Family, the dependent will also need to be added to coverage in Step 2.
Benefit Choice Enrollment Event

Step 2 – Benefits

To make life insurance changes within the Benefit Choice enrollment, use the drop downs to select the desired volume of coverage.

Options shown are unique to everyone.

The tool will prompt employees to recalculate when changes are made in order to display accurate costs.
Benefit Choice
Enrollment Event

Step 2 – Benefits

If the volume elected requires an Evidence of Insurability form, an informational warning will appear to remind the user that EOI is required.
Step 2 – Benefits

To enroll in flex benefits, employees will enter the annual goal amount in the coverage option fields.

Tip Tools have been added to provide members guidance on Flexible Spending Accounts.
Step 2 – Benefits

After entering the desired goal amounts for the plan year, the enrollment tool will require users to recalculate in order to display the correct benefit costs.

Each time an employee changes the entered amount the tool will require a recalculation.
Step 2 – Benefits

If an amount is selected that is over the yearly maximum, the tool will display a non-critical warning message and automatically adjust the employee’s election to the maximum for the year.

All goal amounts are rounded down to the nearest penny to ensure the election is divisible by the number of pay periods for the year. Additional rounding or adjustments may occur after the close of Benefit Choice for those faculty/staff who are paid over less than 12 months.
Benefit Choice

Enrollment Event

Step 2 – Benefits

Once completed and all critical errors throughout the enrollment are cleared the user will select the Next button to continue to the 3rd and final step of the enrollment process.
### Benefit Choice Enrollment Event

Step 3 – Finalization

Step 3 of the enrollment is the Finalization step.

Employees will have an opportunity to review all of their elections.

Elections that have changed will be displayed in blue to highlight changes made.

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#### Cost Summary

<table>
<thead>
<tr>
<th>Item</th>
<th>Pre-Tax Costs</th>
<th>Post-Tax Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Costs</td>
<td>$1,022.99</td>
<td>$21.98</td>
</tr>
</tbody>
</table>

#### Benefits

<table>
<thead>
<tr>
<th>Benefit Name</th>
<th>Coverage Options</th>
<th>Coverage Details</th>
<th>Employer Cost</th>
<th>Your Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health &amp; Group Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical</td>
<td>Quality Care Health Plan</td>
<td>Employee + 1</td>
<td>$1,807.62</td>
<td>$276.00</td>
</tr>
<tr>
<td>Dental</td>
<td>Quality Care Dental Plan</td>
<td>Employee + 1</td>
<td>$56.24</td>
<td>$17.00</td>
</tr>
</tbody>
</table>

| Life Insurance        |                  |                   |               |            |
| Basic Life            | 1 x Annual Base Salary | $50,000.00       | $18.48 | - |

#### Dependent Care Assistance Plan (DCAP)

<table>
<thead>
<tr>
<th>Dependent</th>
<th>Birth Date</th>
<th>Coverage</th>
<th>Coverage Elsewhere</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child</td>
<td>April 11, 2018</td>
<td>Dental, Medical</td>
<td>No</td>
</tr>
</tbody>
</table>
Benefit Choice
Enrollment Event

Step 3 – Finalization

In order to finalize elections, employees will have to accept the attestation statement by checking the box to acknowledge the statement.

Once the attestation acknowledgement is checked the Next button will engage allowing employees to submit their elections.
Benefit Choice Enrollment Event

Step 3 – Finalization

Once elections have been successfully submitted employees can print a confirmation summary of the elections made during the Benefit Choice event.

If documentation is required members will see a Form box outlining what is required.
Step 3 – Finalization

When the Benefit Choice enrollment is complete, the icon on the Call-to-Action Bar will display in green indicating completion.

The Benefit Choice event will remain on the Call-to-Action Bar until the end of the enrollment period, allowing employees to make additional changes.
Benefit Choice
Enrollment Event

Step 3 – Finalization

If documentation is required a new action icon will display in the Call-to-Action Bar.

Employees can also use the Self-Service Tool to review, and upload required documents.
Benefit Choice
Enrollment Event

Step 3 – Finalization

The documentation page will designate what document or documents are required to complete the enrollment.

Documents are reviewed daily, and the standard approval timeline is 72 hours.