



University of Colorado

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**EMPLOYEE SERVICES**

Published on *University of Colorado* (<http://www.cu.edu>)

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## **Benefits Enrollment Tool: Step-by-step instructions** <sup>[1]</sup>

How to use the benefits enrollment tool:

### **Step 1: Log in to the portal.**

Access your campus portal at [my.cu.edu](http://my.cu.edu) <sup>[2]</sup>, select your campus, and enter your username and password. You may also find [campus-specific assistance with your user ID and password](#)

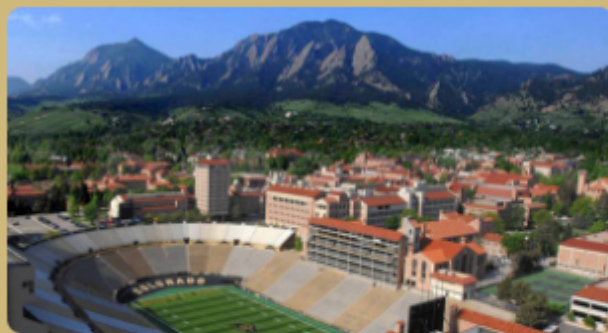
<sup>[3]</sup>.



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Click on your campus to log in.



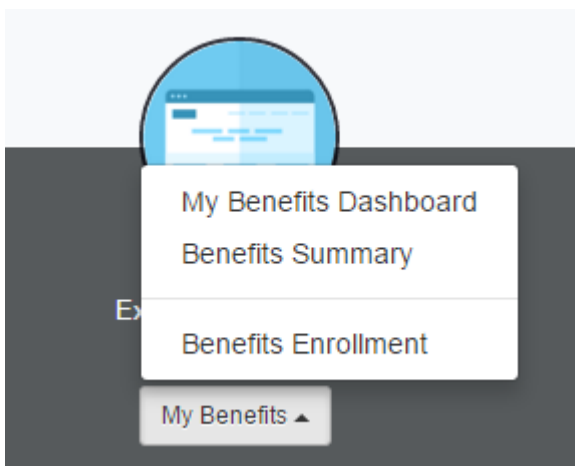
CU Boulder



UCCS

## Step 2: Find the Benefits Enrollment link in the menu.

Once you have logged in to the portal, select the CU Resources tab. (Don't see any tabs? The CU Resources area is your home page.) There are two ways to access Benefits Enrollment: 1) Select Benefits Enrollment from the "My Benefits" tile on the screen or 2) go to the NavBar, click the CU Resources tile, select Benefits and Wellness and choose Benefits Enrollment.





**Step 3: Click 'Select' to begin.**

Open Benefit Events					
Event Description		Event Date	Event Status	Job Title	
New Hire / Newly Eligible		09/01/2016	Open	Business Services Professional	<input type="button" value="Select"/>

**Step 4: Choose your plans.**

All benefits plans for which you are eligible will be listed. Click "Edit" to enroll or change benefits plans.

## Benefits Enrollment

### New Hire / Newly Eligible

You have 31 days from your date of benefits eligibility to enroll or waive your coverage. If you fail to enroll or waive your coverage within the deadline, you will be defaulted into an employee only health and dental plan. Once you submit your elections, or you are defaulted, your elections will remain until the next Open Enrollment period. You may not make any changes to your elections, unless you experience a qualified family status change.



**Important: Your enrollment will not be complete until you Submit your choices to the Benefits Department.**

#### Enrollment Summary

<a href="#">Edit</a>	<b>Medical</b>	Before Tax	After Tax
Current:	No Coverage		
New:	High Deductible After Tax:EEOnly		0.00
<a href="#">Edit</a>	<b>Dental</b>	Before Tax	After Tax

<a href="#">Edit</a>	<b>Health Care Flex Spending</b>	Before Tax
Current:	No Coverage	
New:	Waive	0.00
<a href="#">Edit</a>	<b>Dependent Care Flex Spending</b>	Before Tax
Current:	No Coverage	
New:	No Coverage	
<a href="#">Edit</a>	<b>Health Savings Account</b>	Before Tax
Current:	No Coverage	
New:	HSA - High Deductible Before: \$500.00	41.67

#### Step 5: Click the 'Submit' button.

After you have made all of your elections, make sure to click "Submit" twice to complete your enrollment. A message will appear that all benefit choices have been successfully submitted to the Benefits Department.

I authorize the University of Colorado to deduct the necessary premiums, if any, from my paycheck or me directly.

Submit

Cancel

Select the **Submit** button to submit your final choices.

## Step 6: Review your benefits

Once you submit your enrollment, you may review your selections through the portal's Benefits Summary. It's located directly above the Benefits Enrollment link. To view your new elections, enter the effective date of your benefits enrollment in the date field and press the "Go" button.

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## Is your web browser compatible with the Benefits Enrollment Tool?

[Visit this page to ensure you're using a supported browser.](#) [4]

Not sure which browser version you're using? Visit [www.whatismybrowser.com](http://www.whatismybrowser.com) [5].

Note: If your web browser is out of date, we recommend downloading the correct version directly from the organization by clicking the browser names within the table above.

### Groups audience:

Employee Services

### Right Sidebar:

ES: Benefits Contact

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**Source URL:** <http://www.cu.edu/employee-services/benefits-enrollment-tool-step-step-instructions>

### Links:

[1] <http://www.cu.edu/employee-services/benefits-enrollment-tool-step-step-instructions>

[2] <http://my.cu.edu>

[3] <http://www.cu.edu/employee-services/benefits-enrollment-tool-get-your-username-and-password>

[4] <http://www.cu.edu/elevate-cu-hcmfin-upgrade-project/supported-hcmfin-and-portal-desktop-configurations>

[5] <https://www.whatismybrowser.com/>