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EMPLOYEE SERVICES

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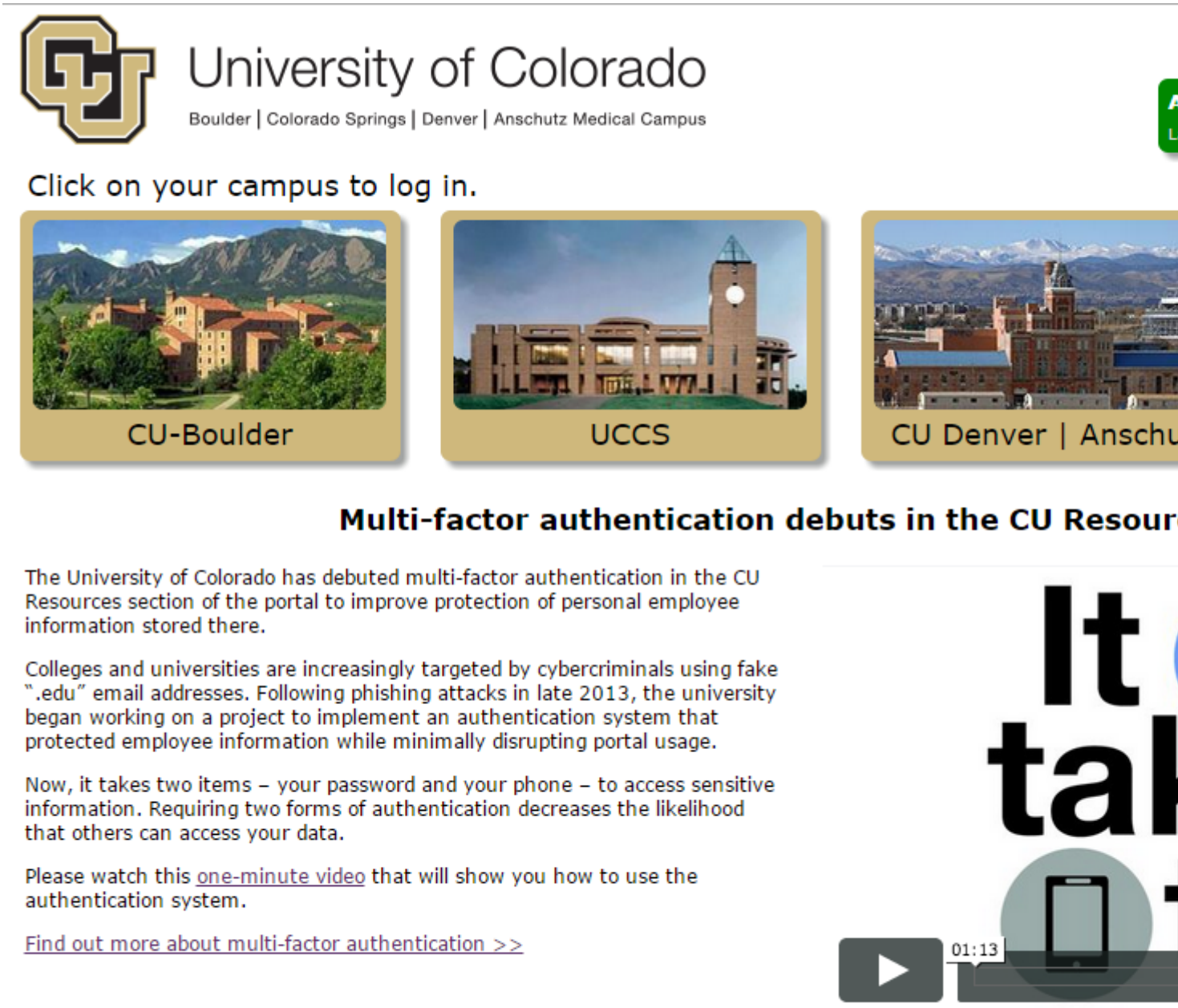
Benefits Enrollment Tool: Step-by-step instructions [1]

CU urges you to go green by using its online tool to enroll in your benefits plans.

To take advantage of the **benefits enrollment tool:**

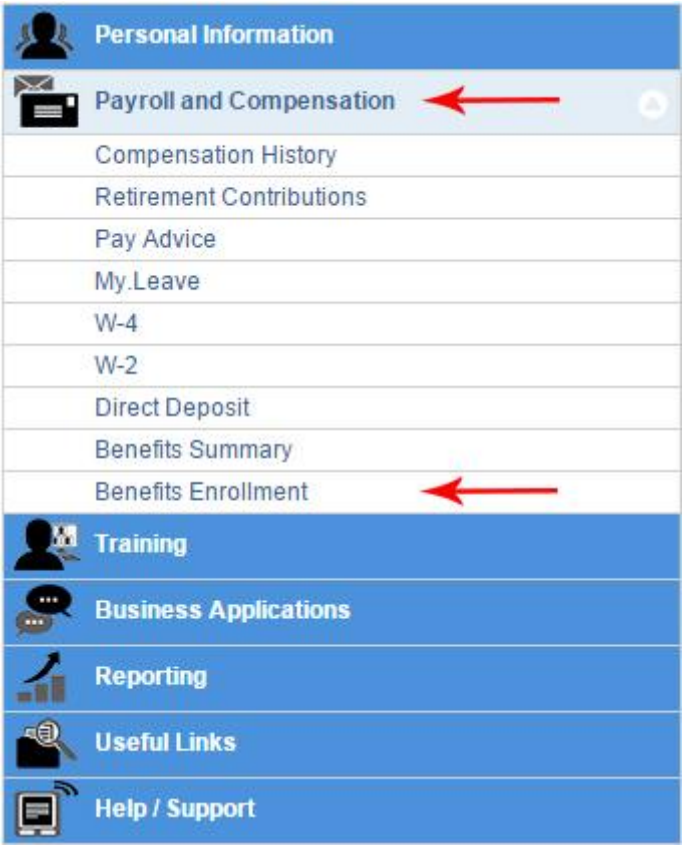
Step 1: Log in to the portal.

Access your campus portal at my.cu.edu [2], select your campus, and enter your username and password. You may also find campus-specific assistance with your user ID and password [3]..



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

Once you have logged in to the portal, select the CU Resources tab. (This step is unnecessary for CU System Administration employees.) Click "Payroll and Compensation," then "Benefits Enrollment."



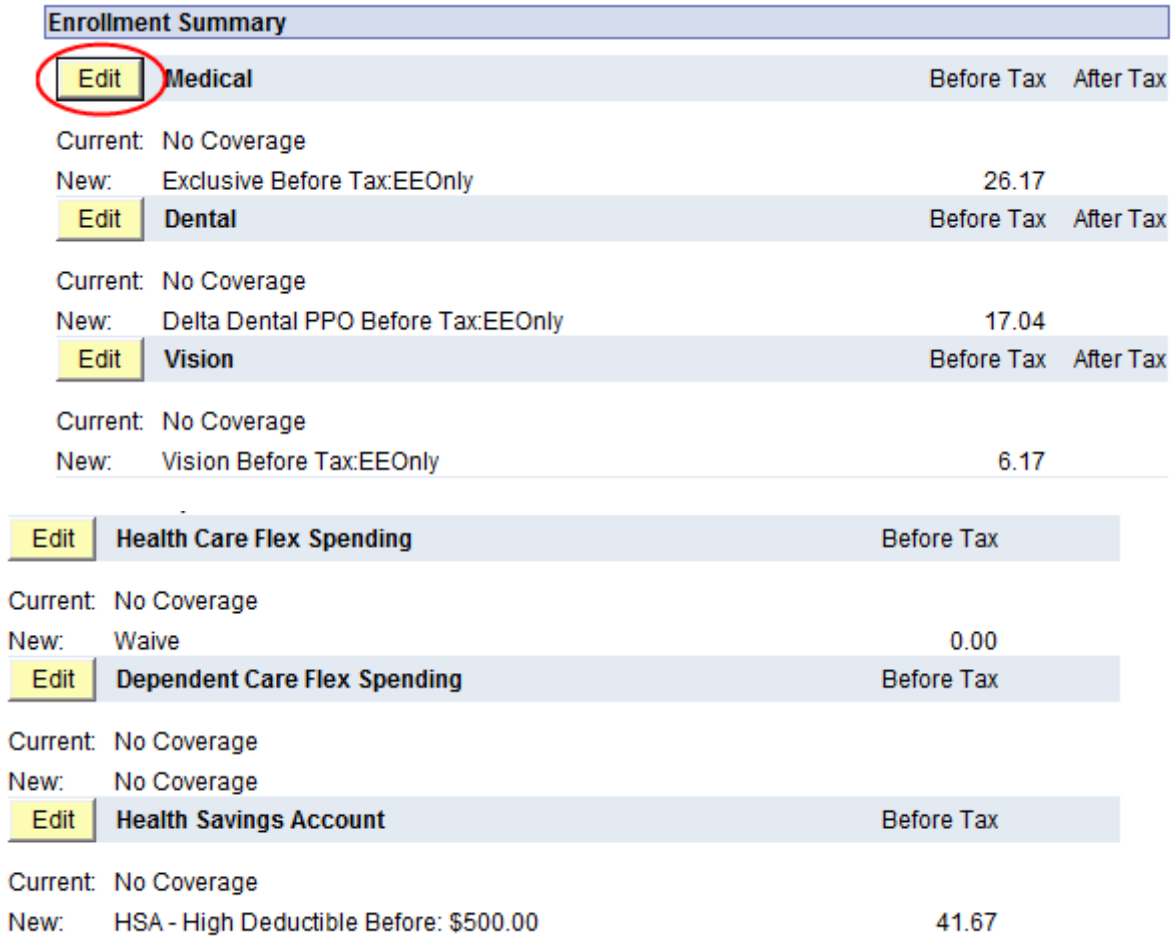
Step 3: Click 'Select' to begin.

Open Benefit Events

Event Description		Event Date	Event Status	Job Title	
Open Enrollment		07/01/2015	Submitted	Business Services Professional	Select

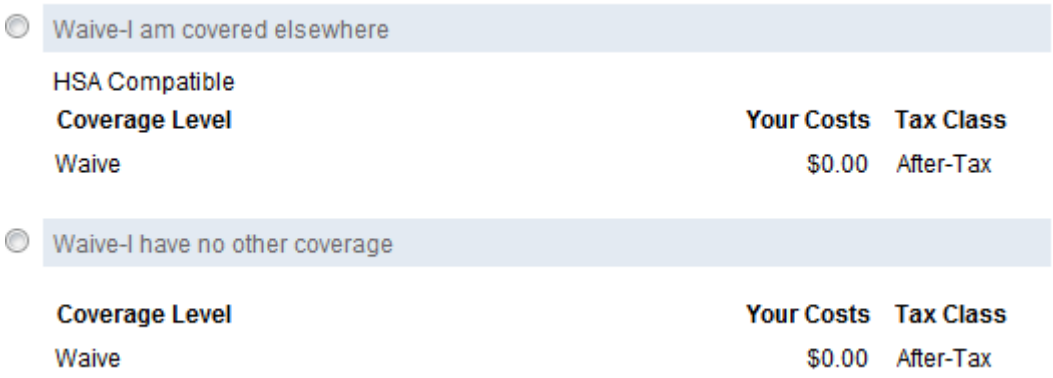
Step 4: Choose your plans.

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



Enrollment Summary			
Edit	**Medical**	Before Tax	After Tax
Current:	No Coverage		
New:	Exclusive Before Tax:EEOnly	26.17	
Edit	**Dental**	Before Tax	After Tax
Current:	No Coverage		
New:	Delta Dental PPO Before Tax:EEOnly	17.04	
Edit	**Vision**	Before Tax	After Tax
Current:	No Coverage		
New:	Vision Before Tax:EEOnly	6.17	
Edit	**Health Care Flex Spending**	Before Tax	
Current:	No Coverage		
New:	Waive	0.00	
Edit	**Dependent Care Flex Spending**	Before Tax	
Current:	No Coverage		
New:	No Coverage		
Edit	**Health Savings Account**	Before Tax	
Current:	No Coverage		
New:	HSA - High Deductible Before: $500.00	41.67	

If you'd like to waive your CU health benefits, you must select one of the options below to specify whether you have coverage elsewhere. (This is a requirement of the Affordable Care Act.)



Waive-I am covered elsewhere

HSA Compatible

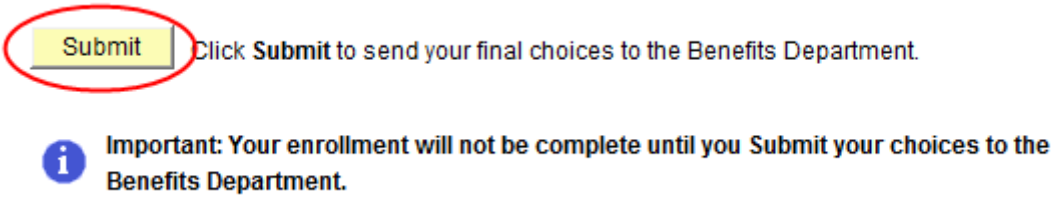
Coverage Level	Your Costs	Tax Class
Waive	$0.00	After-Tax

Waive-I have no other coverage

Coverage Level	Your Costs	Tax Class
Waive	$0.00	After-Tax

Step 5: Click the 'Submit' button.

After you have made all of your elections, make sure to click "Submit" to complete your enrollment.



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.

Attachments:
Video:
Images:
Groups audience:
Employee Services

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