

How to Enroll in Benefits ^[1]

- [Instructions](#)
- [Enrollment options](#)
- [Default plans](#)

How to use the benefits enrollment tool:

Step 1: Log in to the portal.

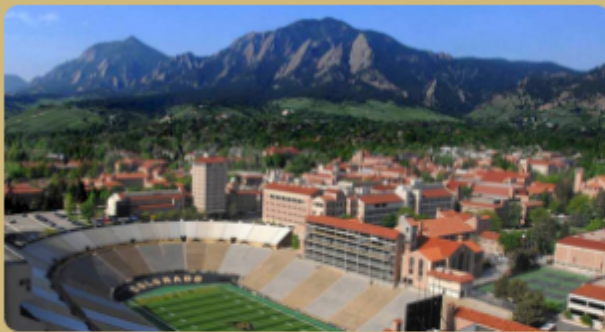
Access your campus portal at my.cu.edu ^[2], select your campus, and enter your username and password. You may also find campus-specific assistance with your user ID and password ^[3].



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Click on your campus to log in.



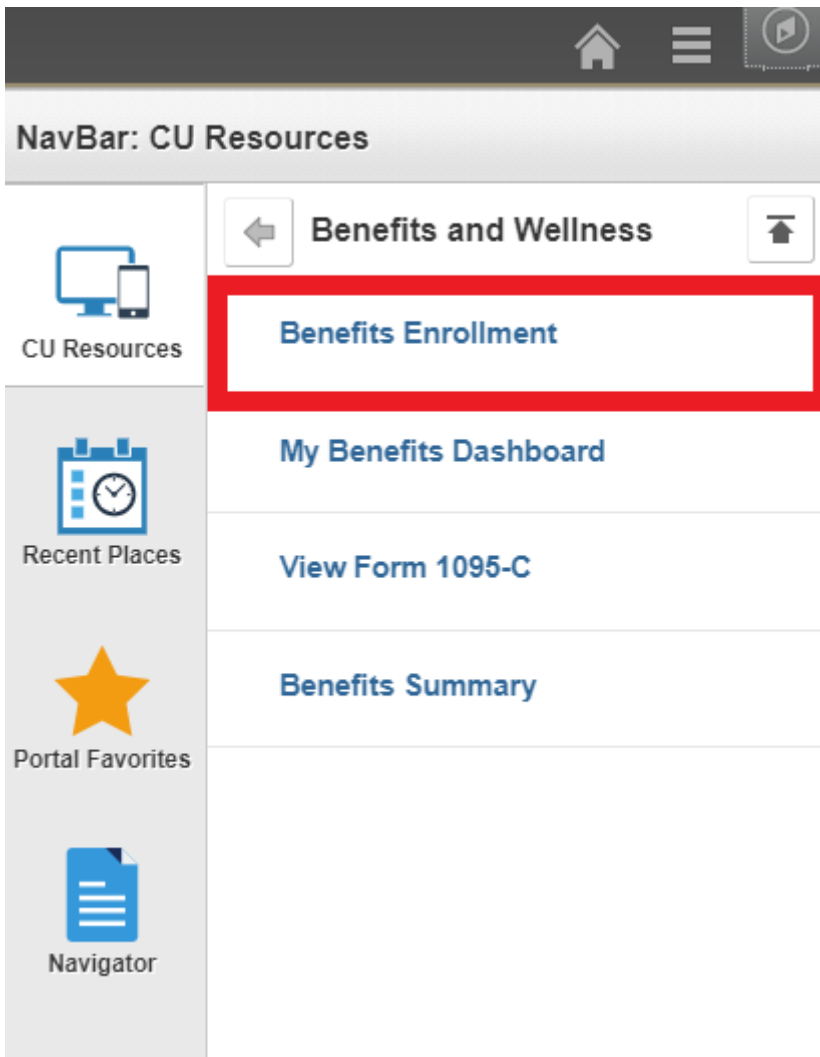
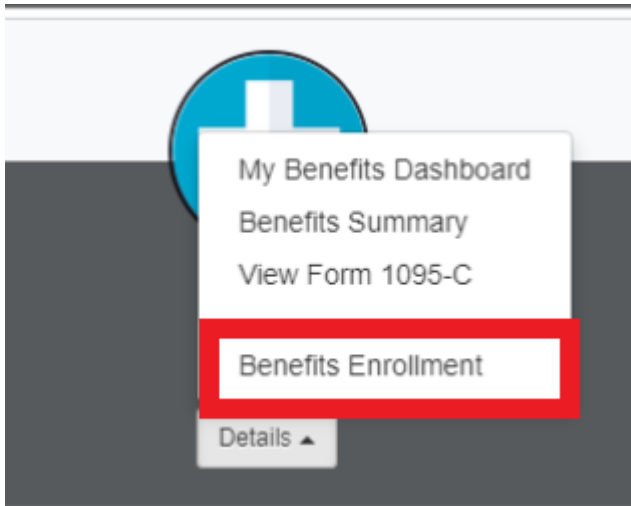
CU Boulder



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		06/01/2018	Open	Research Associate	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

[Edit](#)**Medical**

Before Tax

After Tax

Current: No Coverage

New: High Deductible After Tax:EEOnly

0.00

[Edit](#)**Dental**

Before Tax

After Tax

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

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.

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.

Is your web browser compatible with the Benefits Enrollment Tool?

Check the table below to see if you're using a supported browser version.

Not sure which browser version you're using? Visit www.whatismybrowser.com ^[4].

	Windows 7	Windows 10	OS Mojave	OS Sierra/High
Internet Explorer (IE)	11, 10, 9	11	n/a	n/a
Microsoft Edge	n/a	18	n/a	n/a
Google Chrome	66, 65, 63	66, 65, 64		
Firefox	73, 72, 71			
Safari	n/a	n/a	12	11.1, 10.1

What do you want to do?

I want to enroll in benefits.

The benefits enrollment tool allows you to enter your benefit elections online for the plan year starting July 1 and ending on June 30. Access it through the employee portal ^[5]. See our step-by-step instructions on how to enroll on the first tab of this page.

Once you're logged in to the employee portal, you can view your current benefits (if you have any) and enroll in plans for the 2017-18 plan year. Once you've completed your enrollment, you can immediately view your new enrollment elections right in the portal. This is your confirmation of enrollment.

Need the paper form?

While the fastest way to complete your enrollment is by using the benefits enrollment tool, for certain tasks you need a paper form. For a qualifying life event, please complete one of benefits enrollment/change forms below to request your changes.

- Retiree ^[6]
- Classified Staff ^[7]
- Faculty, Officers and University Staff ^[8]
- Surviving Spouse ^[9]

To check your benefits:

- Once you've logged in to the employee portal, click on the CU Resources tab.
- You can find your benefits summary opening the NavBar, selecting the **CU Resources** tile, clicking on **Benefits & Wellness**, then selecting **Benefits Summary**.
- To see your benefits for the current year, enter your benefits effective date (for example: "7/1/2017") and press **Go**.
- You will then see an updated version of your benefits.

Retiree portal access

If you are a retiree who has never enrolled online, please review these instructions to get your portal username and password ^[10].

I want to add a dependent.

Eligible dependents include

- spouses,
- common-law spouses,
- same-gender domestic partners,
- civil union partners and
- dependent children to age 27.

Please submit dependent eligibility documentation upon completion of your self-service elections. Documentation must be received by Employee Services by your enrollment deadline or within 31 days of qualifying event. Complete the Dependent Eligibility Verification ^[11] and submit it with the documentation listed.

Dependents only need to be verified once; verification will carry over year-to-year.

I want to change benefits as part of a qualifying event.

Qualifying life events ^[12] include marriage, divorce, birth, gaining/losing other coverage, gaining/losing eligibility, change in employee residence and changes in dependent care needs.

For a qualifying event, please complete a Benefits Enrollment/Change Form to make benefits changes that are effective before July 1.

- Benefits Enrollment/Change Form for Faculty, Officers and University Staff ^[8]
- Benefits Enrollment/Change Form for Classified Staff ^[7]
- Benefits Enrollment/Change Form for Retirees ^[6]
- Benefits Enrollment/Change Form for Surviving Spouse/Partner ^[9]

I want to increase my employee or spouse optional life coverage.

To apply to increase your coverage, you may submit a Medical History Statement Form to The Standard Insurance Company as evidence of insurability (EOI). Complete the Medical History Statement Form for your employment classification and send this directly to Standard.

- Medical History Statement Form for faculty and university staff ^[13]
- Medical History Statement Form for classified staff ^[14]

If you are approved, Standard will notify CU and you will be enrolled in the approved amount on the first of the month following the date of your approval. If you wish to remain enrolled but would like to decrease your coverage, you may do so using the Open Enrollment tool within the employee portal ^[5].

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You must enroll in or waive certain benefits within 31 days of your official hire date. This table shows the default plan(s) in which you will be automatically enrolled if you do not take action during your initial enrollment period.

See Open Enrollment plan defaults. ^[15]

2017-18 Auto-Enrollment

What is an employee takes no action?

Medical Plans			Cost
	CU Health Plan - High Deductible	Employee Only	\$0/month
Dental Plans			Cost
	CU Health Plan - Essential Dental	Employee Only	\$0/month

If you are enrolled in medical insurance elsewhere, and you do not waive the default plan with CU, you will automatically be enrolled in the CU Health Plan - High Deductible plan and it will become your primary insurance because CU is your employer.

Groups audience:

Employee Services

Right Sidebar:

ES: Benefits - Enrollment Tool Browser Support

Source URL: <https://www.cu.edu/employee-services/how-enroll-benefits>

Links

[1] <https://www.cu.edu/employee-services/how-enroll-benefits> [2] <http://my.cu.edu>
 [3] <https://www.cu.edu/employee-services/benefits-enrollment-tool-get-your-username-and-password>
 [4] <https://www.whatismybrowser.com/> [5] <https://my.cu.edu> [6] <https://www.cu.edu/docs/benefits-enrollmentchange-form-retirees> [7] <https://www.cu.edu/docs/benefits-enrollmentchange-form-classified-staff> [8] <https://www.cu.edu/docs/benefits-enrollmentchange-form-faculty-officers-and-university-staff> [9] <https://www.cu.edu/docs/benefits-enrollmentchange-form-surviving-spouse>
 [10] <https://www.cu.edu/employee-services/benefits-enrollment-tool-access-help>
 [11] <https://www.cu.edu/docs/dependent-eligibility-verification> [12] <https://www.cu.edu/employee-services/benefits-wellness/current-employee/life-events> [13] <https://www.cu.edu/docs/medical-history-statement-faculty-officers-and-university-staff> [14] <https://www.cu.edu/docs/medical-history-statement-classified-staff> [15] <https://www.cu.edu/employee-services/how-enroll#tabs-3>