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How to Enroll

You may be eligible for a range of medical, dental, vision, life and disability insurance benefits. You must choose whether to enroll in or waive your offered benefits within **31 days** of your hire date.

Some benefits will enroll you automatically if you take no action, so please review all your options. You can easily waive or enroll in your benefits by using the benefits enrollment tool in your employee portal.

As a new hire, your elections will remain effective for the remainder of the plan year (July 1–June 30).

Need help choosing your benefits? Visit the Payroll and Benefits Orientation pages to find videos, guides and other resources to guide your decisions. There are options for faculty and staff, Spanish speakers, post-docs and Graduate Medical Education interns, residents and subspeciality fellows.

Video of Post Open Enrollment - How to Enroll 2025

- Instructions
- What happens if I take no action?

Can't see recent updates? Clear your cache [1].

Step 1: Log in to the employee 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.





Step 2: Find the Benefits & Wellness tile

Once you have logged in to the portal, select the **CU Resources** tab. (If you do not see a CU Resources tab, it is your homepage.)

On your homepage, select the **Benefits and Wellness** tile.





Step 3: Authenticate your identity

When you try to access a protected page in the portal's **CU Resources** area, a page like the

one below will appear. You will be asked to authenticate your identity.

	Device: CELL (XXX-XXX-XXXX) Choose an authentication method	Ŧ
425	N Call Me	Call Me
What is this? C	Passcode	Enter a Passcode
Need help?		

You will have three authentication options: Receive a push notification on your mobile device, receive a phone call with a passcode, or receive a passcode via text message or the Duo authentication app.

Option 1: Receive push notification

From the Device drop- down menu	G	Device: CELL (XXX-XXX-9383) Choose an authentication method	 ✓ Send Me a Push
select the	What is this? C	🛞 Call Me	Call Me
number		Passcode	Enter a Passcode
you wish to be contacted.			

G	Device: CELL (XXX-9383) Choose an authentication method	✓ Send Me a Push
What is this? C	🛞 Call Me	Call Me
Need help?	Passcode	Enter a Passcode

You'll see that the system has pushed a login to your device.

Click the Send Me a Push button.



Cancel

Pushed a login request to your device ...



Open the Duo app on your phone. Select the green button to accept.

The protected page will open.



Are you logging in to CU PS HCM SS





	Device: CELL (XXX-XXX-9383) Choose an authentication method	~
425	Duo Push Recommended	Send Me a Push
What is this? C	© Call Me	Call Me
Need help?	Passcode	Enter a Passcode

Click the **Call Me** button.



Option 3: Receive a text message with a passcode or enter a passcode



What is this? If Call Me Call Me	F r	Choo	Ce: CELL (XXX-XXX-9383) se an authentication method	✓
	hat is this? C aed help?	s this? C	Call Me	Call Me
Enter a Passcode			Passcode	Enter a Passcode

Click the Enter a Passcode button.

A blue bar will appear on the	G	Device: CELL (XXXXXX9383) Choose an authentication method	✓ Send Me a Push
screen. Press the Text me new codes button.	<u>What is this?</u> C [*] <u>Need help?</u>	S Call Me ⊨x. 867539	Call Me Log In
	Enter a passcode from Duo M	lobile or a text.	Text me new codes

You'll receive a text message from CU with a passcode or you can open your DUO app and find a passcode there.

Enter the passcode and press the **Log In** button.



The protected page will open.

Step 3: Choose your plans

All benefits plans for which you are eligible will be listed. On each tile, click the **Review** link to see your options, enroll or waive benefits plans.

Benefits Enrollment

Enrollment Deadline

- You have 31 days from your benefits eligibility date to enroll or waive your coverage on this event.
- If you fail to do so, you will be defaulted into an employee-only medical and dental plan.
- After this deadline, your elections will remain until the next Open Enrollment. You may not change your election

Dependent Enrollment Check List

- Enter the Social Security Number and date of birth for all dependents you intend to enroll.
- You must submit Dependent Eligibility Verification (DEV) documentation to Employee Services prior to the enry
 your dependent(s) not being covered for the remainder of the plan year.

Effective Dates

- If your employment or eligibility date is the first day of the month, your medical, dental, vision, life, and disability
- If your employment or eligibility date is any other date, your coverage begins on the first day of the following n
- Your flexible spending accounts will begin on the first day of the month after your enrollment is processed.

Enrollment Summary

Your Monthly Cost	
This cost estimates your per-pay- period deductions. This may increase based on your enrollment submission date and if you enroll in a Health Care of Dependent Care Flexible Spending Account.	\$0.00
Status	Pending Review
Full Cost	\$0.00
	Submit Enrollment



For example, if you select the Dental tile, you will reach a page where you can elect your plans and enroll any dependents you want covered. The first section you'll see on the Dental enrollment page is the **Enroll Your Dependents** section. Click **Add/Update Dependent** to reach a page where you can add dependents.

Enroll Your Dependents

- · If a dependent is ineligible, their information will not be displayed.
- . If an individual is missing, you may add them using the Add Dependent button. You may also use
- · Enroll dependents by selecting the checkbox next to the person's name.

You have no dependent registered.

Add/Update Dependent

Below the dependent enrollment section, you can choose among the available plans and select whether you want your coverage premiums deducted from your pay before or after your taxes are deducted. If you would like to see charts of the costs for each plan type and coverage level (individual, individual + spouse, etc.), click the "**Overview of All Plans**" button and a popup window will open.

Enroll in Your Plan

- . The pay period cost will be deducted from your paycheck. To see other coverage costs, select the help icon ne
- · Before-tax option: Your premiums will be deducted from your pay before taxes are calculated, reducing your
- After-tax option: Your premiums will be deducted after your pay has been taxed.



You can **compare medical plans** within the portal. Select the plans you'd like to see, and you can compare rates, deductibles, urgent care costs and more within the portal.

	Plan Name		Before Tax Cost
Select	Exclusive Before-Tax	(j	\$80.50
Select	Exclusive After-Tax	i	
~	High Deductible Before-Tax	i	
Select	High Deductible After-Tax	i	
Select	Kaiser Before-Tax	i	\$151.00
Select	Kaiser After-Tax	i	
Select	Extended Before-Tax	i	\$139.00
Select	Extended After-Tax	í	
Select	Waive		

Some plans will require you to list your primary care provider. You can use the **Primary Care Provider List** to find their provider ID.

Select Primary Care Provider

Enrollment in this plan requires that you select a primary care provider. You must indicate whether oprovider, since some providers are not accepting new patients. The primary care provider list link w

*Your Primary Care Provider ID	1Y6012
I have visited this provider before	Yes
Use the same provider for all dependents	No
	Primary Care Provider List

Each time you make a change, the Enrollment summary will update.

 Enrollment Summary 	
Your Monthly Cost	ſ
This cost estimates your per-pay- period deductions. This may increase based on your enrollment submission date and if you enroll in a Health Care of Dependent Care Flexible Spending Account.	\$171.28
Status	Pending Review
Full Cost	\$171.28
	Submit Enrollment

Step 4: Click the Submit Enrollment tile

Review the page and verify that you have made all of your benefits selections.

To complete your enrollment, click the blue **Submit Enrollment** tile in the bottom right corner of the page.

Dependent Optional Life

Current No Coverage New No Coverage Status Pending Review

Pay Period Cost \$0.00

Revie

Submit Enrollment

When you've completed your elections, submit your enrollment.

Subm

If your enrollment is successful, you will be brought to a summary page and a popup window alerting you that your enrollment was successful.



Click **OK** to view your enrollment submission summary, and click **Print** at the top right of the summary page to view a printable page format or **Done** when you're ready to return to your enrollment page.

Step 5: Verify your benefits enrollment

In the enrollment tool, your Enrollment Summary status will show as **Submitted**.



The next business day, you may review your selection through the portal's **Benefits Summary**. To view your new elections, enter the effective date of your benefits enrollment (the first of the following month, so if you submit your enrollment in July, for example, the effective date will be 8/1/2024) in the date field and press the **Refresh** button.

To access your Benefits Summary: Select the **Benefits & Wellness** tile on your homepage and then select **Benefits Summary**

Benefits Summary

If you do not take action within 31 days of your start date, you will be automatically enrolled in the following:

What happens if a faculty member, university staff, classified staff member, GME medical intern, resident or subspecialty fellow takes no action			
Medical Plans	Coverage	Cost	
CU Health Plan - High Deductible	Employee Only	\$0/month	
Dental Plans	Coverage	Cost	
CU Health Plan - Essential Dental	Employee Only	\$0/month	

CU's plans will act as your primary health coverage to any other health care plans you may already have. If you do not want this coverage, you must waive it (see Step 4).

Eligible employees will also be enrolled in a mandatory retirement plan. Please visit our retirement plan page [5] for more information.

Groups audience: Employee Services Right Sidebar:

ES: Benefits & Wellness - Contact

Source URL: https://www.cu.edu/employee-services/benefits-wellness/gme-medical-residents/how-enroll

Links

[1] https://www.cu.edu/docs/computer-help-clear-cookies-and-cache-browser [2] http://my.cu.edu [3] https://www.cu.edu/employee-services/benefits-enrollment-tool-access-help [4] https://my.cu.edu/ [5] https://www.cu.edu/employee-services/benefits-wellness/new-employee/placement-retirement-plans