How to Enroll

- Instructions
- Enrollment options

Can't see recent updates? Clear your cache.

See what happens if you take no action.

Video of How to Enroll - GME Medical Interns, Residents and Subspecialty Fellows

Step 1: Log in to the portal

Access your campus portal at my.cu.edu [1], select your campus, and enter your username and password. You may also find campus-specific assistance with your user ID and password [2].
Step 2: Find the Open Enrollment 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 Open Enrollment tile.
Select **Open Enrollment**.

**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.
You will have authentication two options: Receive a phone call or receive a text message with a passcode.

**Option 1: Receive a phone call**

From the **Device** drop-down menu, select the phone number where you wish to be contacted.
Click the **Call Me** button.

Answer the call, then press any key on your phone to log in.

The protected page will open.

Option 2: Receive a text message with a passcode
From the **Device** drop-down menu, select the phone number where you wish to be contacted.

Click the **Enter a Passcode** button.
A blue bar will appear on the screen. Press the **Text me new codes** button.

You’ll receive a text message from CU with a passcode.

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

The protected page will open.

**Step 4: Follow the steps on the activity guide**
Note: You'll need to read and accept the Acknowledgement before you can begin selecting your benefits.

Step 5: Enroll in 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, and identify a Primary Care Provider (PCP).
## Enrollment Summary

Your Pay Period Cost $10.00

Status Submitted 03/12/2021 8:49AM

### Benefit Plans

#### Medical

Current Exclusive After-Tax
New
Status Changed
0 Dependents

Pay Period Cost $0.00

Review

#### Dental

Current No Coverage
New
Status Pending Review
0 Dependents

Pay Period Cost $0.00

#### Health Care Flex Spending

Current Health Care Flex Spending
New Health Care Flex Spending $120
Status Changed

Pay Period Cost $10.00

Review

#### Dependent Care Flex Spending

Current No Coverage
New
Status Pending Review

Pay Period Cost $0.00

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Step 6: 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.

![Submit Enrollment](image)

**Step 7: Click the Done button**

A message will appear that all benefit choices have been successfully submitted to the Employee Services benefits department. Press **Done** to finalize your enrollment.

![Benefits Alerts](image)

**Step 8: Review your benefits**
Once you submit your enrollment, you'll receive an email confirmation. In the enrollment tool, your Enrollment Summary status will show as **Submitted**.

You may review your selections through the portal's **Benefits Summary** on the next business day.

To access your Benefits Summary: Select the **Open Enrollment** tile on your homepage and then select **Benefits Summary**.

To view your new elections, enter "7/1/2022" in the date field and press the **Refresh** button.

**What happens if you take no action?**

This table shows the plan(s) in which you will be automatically enrolled if you do not take action during the enrollment period.

<table>
<thead>
<tr>
<th>2021-22 Auto-Enrollment</th>
<th>What happens if an GME Medical Intern, Resident or Subspecialty Fellow takes no action</th>
</tr>
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<tr>
<td>Available Coverage</td>
<td>Eligible Participant</td>
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<td><strong>Medical Plans</strong></td>
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<td>Health Care Flexible Spending Account</td>
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<tr>
<td>Dependent Care Flexible Spending Account</td>
<td>Active GME Medical Interns, Residents and Subspecialty Fellows</td>
</tr>
</tbody>
</table>

**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 June 30. Access it through the employee portal [4]. See our step-by-step instructions on how to enroll on the first tab of this page.

Once you're logged in, you can view your current benefits (if you have any) and enroll in plans for the upcoming plan year. Once you've completed your enrollment, you can view your new enrollment elections right in the portal. This is your confirmation of enrollment.
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 by clicking on the Open Enrollment tile, then selecting Benefits Summary.
- To see your benefits for the current year, enter your benefits effective date (for example: "7/1/2021") and press Refresh.
- You will then see an updated version of your benefits.

I want to add a dependent.

Eligible dependents include

- Spouses, Common-Law Spouses, Civil Union Partners and Domestic Partners
- Dependent children up to age 27
- Qualified disabled children over age 27

Complete the Dependent Eligibility Verification [5] and submit it with the documentation listed upon completion of your self-service elections. Documentation must be received by Employee Services by your enrollment deadline or within 31 days of a qualifying event [6].

Dependents only have to be verified once; verification carries over year-to-year.

Groups audience:
Employee Services

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

Links
[3] https://my.cu.edu/
[4] https://my.cu.edu
[5] https://www.cu.edu/docs/dependent-eligibility-verification