How to Enroll [1]

You must either enroll in or waive your offered benefits within **31 days** of your hire date.

If you do not take action, you will be automatically enrolled in the following:

<table>
<thead>
<tr>
<th>Medical Plans</th>
<th>Coverage</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>CU Health Plan - High Deductible</td>
<td>Employee Only</td>
<td>$0/month</td>
</tr>
<tr>
<td>Dental Plans</td>
<td>Coverage</td>
<td>Cost</td>
</tr>
<tr>
<td>CU Health Plan - Essential Dental</td>
<td>Employee Only</td>
<td>$0/month</td>
</tr>
</tbody>
</table>

CU’s plans will act as your primary health coverage to any other health care plan you may already have. If you do not want this coverage, simply waive it.

How to enroll using the employee portal

You can easily waive or enroll in your benefits by using the benefits enrollment tool in your **employee portal** [2]. As a new hire, your elections will remain effective for the remainder of the plan year (July 1 – June 30).

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

Access your campus portal at **my.cu.edu** [3], select your campus, and enter your username and password. You may also find **campus-specific assistance with your user ID and password** [4].
Step 2: Find the Benefits & Wellness menu

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 & Wellness tile.
Select Benefits Enrollment.

Step 3: Click Select to begin

### Your Benefit Events

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Event Date</th>
<th>Event Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hire / Newly Eligible</td>
<td>01/20/2020</td>
<td>Open</td>
</tr>
</tbody>
</table>

Step 4: 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, change or waive benefits plans.

**Please note:** If you are adding a dependent, you will be asked to authenticate your identity [6].
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 elections.

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 enrollment deadline for those dependents 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 coverage begins on the first day of the following month.
• If your employment or eligibility date is any other date, your coverage begins on the first day of the following month.
• 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.

Status: Submitted

$124.18

**Benefit Plans**

**Medical**

Current: No Coverage
New: Kaiser Before-Tax
Status: ☑ Changed
👨‍👩‍👧‍👦 0 Dependents
Pay Period Cost: $109.00
Review

**Dental**

Current: No Coverage
New: Essential Dental Before-Tax
Status: ☑ Changed
👨‍👩‍👧‍👦 0 Dependents
Pay Period Cost: $0.00

**Employee Basic Life**

Current: Faculty/Exempt Basic Life $57,000
New: Faculty/Exempt Basic Life $57,000

**Employee Optional Life**

Current: No Coverage
New: No Coverage
Step 5: Click the Submit button

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

To complete your enrollment, click the green **Submit Enrollment** button in the upper right corner of the page. A message will appear that all benefit choices have been successfully submitted to the Benefits department.

![Submit Enrollment button](image)

Step 6: Review your benefits

Once you submit your enrollment, you may review your selections through the portal’s **Benefits Summary** on the next business day.

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

To view your new elections, enter the effective date of your benefits enrollment (ex. 2/1/2020) in the date field and press the **Refresh** button.

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**Groups audience:**
Employee Services

**Right Sidebar:**
ES: Benefits & Wellness - Paper form

**Sub Title:**
You’ve just been hired at CU. Now, it's time to enroll in or waive your benefits.

**Source URL:** https://www.cu.edu/employee-services/benefits-wellness/new-employee/how-enroll

**Links**
[2] https://my.cu.edu
[5] https://my.cu.edu/