

How to Enroll ^[1]

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

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:

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 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](#)

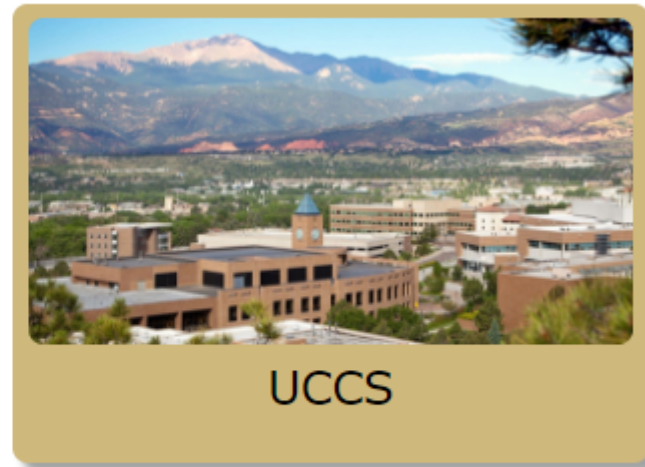
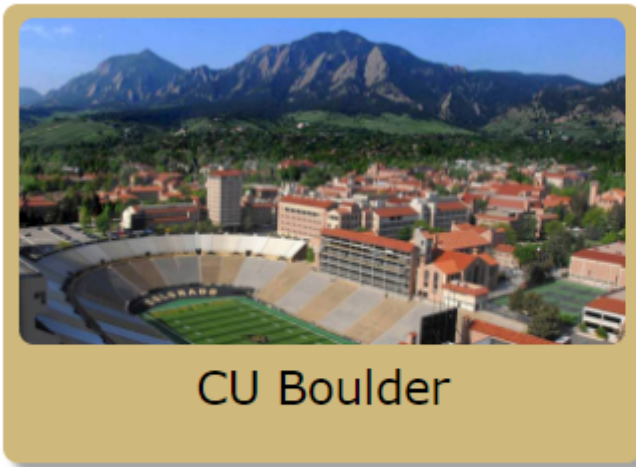
^[4].



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Click on your campus to log in.



[5]

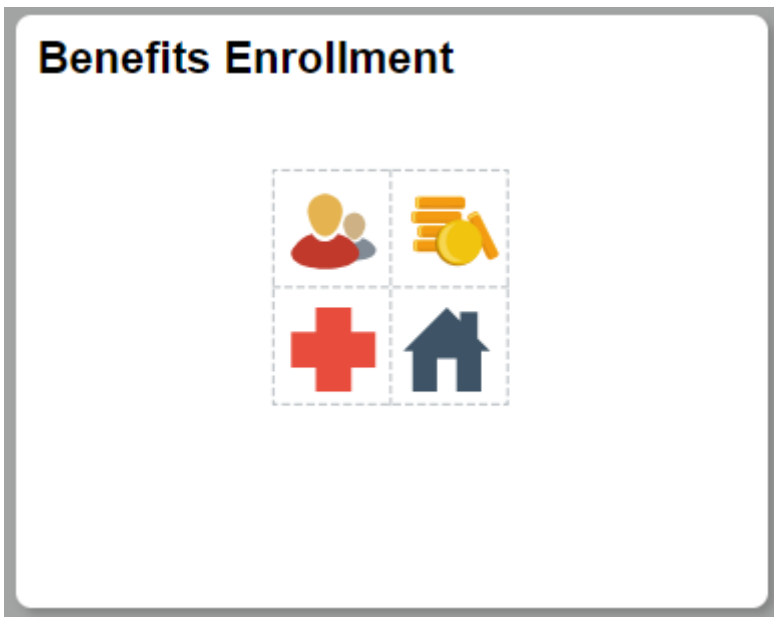
Step 2: Find the Benefits & Wellness menu.

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.

Open Benefit Events					
Event Description		Event Date	Event Status	Job Title	
New Hire / Newly Eligible		06/01/2018	Open	Research Associate	<input type="button" value="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

Please Note: If you are adding a dependent, you will be asked to complete [Multi-Factor Authentication](#) [6].

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.

Submit

Cancel

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** on the next business day.

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

To view your new elections, enter the effective date of your benefits enrollment (ex. 7/1/2018) in the date field and press the **Refresh** button.

Groups audience:

Employee Services

Right Sidebar:

ES: Benefits & Wellness - Paper form

ES: Benefits & Wellness - Browser

Sub Title:

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

Links

[1] <https://www.cu.edu/employee-services/benefits-wellness/new-employee/how-enroll>

[2] <https://my.cu.edu>

[3] <http://my.cu.edu>

[4] <https://www.cu.edu/employee-services/benefits-enrollment-tool-get-your-username-and-password>

[5] <https://my.cu.edu/>

[6] <https://www.cu.edu/employee-services/it-takes-two-portal-security-strengthened-new-tool>