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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dental Plans</th>
<th>Coverage</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<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].
Click on your campus to log in.

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.

**Benefits Enrollment**

Step 3: Click Select to begin

<table>
<thead>
<tr>
<th>Your Benefit Events</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 submission date and if you enroll in a Health Care of Dependent Care Flexible Spending Account.

Effective Dates
• If your employment or eligibility date is the first day of the month, your medical, dental, vision, life, and disability coverages begin 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

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
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

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.

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/