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.

- Instructions
- What happens if I take no action?

Can't see recent updates? Clear your cache.

[Video of Post Open Enrollment Video](#)

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

Access your campus portal at [my.cu.edu](https://my.cu.edu), select your campus, and enter your username and password. You may also find campus-specific assistance with your user ID and password.
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.
Select **Benefits 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 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, select the phone number where you wish to be contacted.
Click the **Send Me a Push** button.

You'll see that the system has pushed a login to your device.
Open the Duo app on your phone. Select the green button to accept. The protected page will open.
Option 2: 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 3: Receive a text message with a passcode or enter 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 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, change or waive benefits plans, and select a Primary Care Provider (PCP) when needed.
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. If you fail to do so, 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 elections will 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: Pending Review
Full Cost: $0.00

Submit Enrollment

Benefit Plans

Medical

Current: No Coverage
New: High Deductible After-Tax
Status: Pending Review
👩 0 Dependents
Pay Period Cost: $0.00

Dental

Current: No Coverage
New: Essential
Status: Pending Review
👨 0 Dependents
Pay Period Cost: $0.00

Vision

Health Care Flex Spending Account

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

**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

Submit Enrollment

When you've completed your elections, submit your enrollment.
If your enrollment is successful, you will be brought to a summary page and a popup window alerting you that your enrollment was successful.

![Submit Enrollment 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**.

![Enrollment Summary]

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 8/1/2023) 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**
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

<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><strong>Dental Plans</strong></td>
<td><strong>Coverage</strong></td>
<td><strong>Cost</strong></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 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 [4] for more information.

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