How to enroll

- Instructions
- Enrollment options
- What happens if you take no action?

Video of Open Enrollment 2020: How to Enroll

Can't see recent updates? Clear your cache. [1]

Step 1: Log in to the portal

Access your campus portal at my.cu.edu [2], select your campus, and enter your username and password. You may also find campus-specific assistance with your user ID and password [3].
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**
Step 5: 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.
# Task: Benefits Enrollment

## Enrollment Summary

<table>
<thead>
<tr>
<th>Your Pay Period Cost</th>
<th>$99.58</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Pending Review</td>
</tr>
</tbody>
</table>

## Benefit Plans

### Medical
- **Current:** Exclusive Before-Tax
- **New:** Exclusive Before-Tax
- **Pay Period Cost:** $52.50
- **Status:** Pending Review

### Dental
- **Current:** Choice Dental Before-Tax
- **New:** Choice Dental Before-Tax
- **Pay Period Cost:** $17.00
- **Status:** Pending Review

### Health Care Flex Spending
- **Current:** No Coverage
- **New:** No Coverage
- **Pay Period Cost:** $0.00
- **Status:** Pending Review

### Dependent Care Flex Spending
- **Current:** No Coverage
- **New:** No Coverage
- **Pay Period Cost:** $0.00
- **Status:** Pending Review

### Employee Basic Life
- **Current:** Faculty/Exempt Basic Life
- **New:** Faculty/Exempt Basic Life $57,000
- **Status:** Pending Review

### Employee Optional Life
- **Current:** Optional Life/AD+D Non Tobacco
- **New:** Optional Life/AD+D Non Tobacco $70,000
- **Status:** Pending Review
Step 6: Click the Submit Enrollment and Done buttons

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.

![Submit Enrollment Button]

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

![Benefits Alerts]

Step 7: 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 "7/1/2020" in the date field and press the Refresh button.

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 [5]. 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 2019-20 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.

Need the paper form?
The fastest way to complete your enrollment is by using the benefits enrollment tool, but for some tasks you will need a paper form. For a qualifying life event, complete one of benefits enrollment/change forms below to request your changes.

- Retiree
- Classified Staff
- Faculty, Officers and University Staff
- Surviving Spouse

To check your benefits:

- Once you've logged in to the employee portal, click on the CU Resources tab. (CU System employees can skip this step.)
- 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: "7/1/2020") and press Refresh.
- You will then see an updated version of your benefits.

Retiree portal access

If you are a retiree who has never enrolled online, please review these instructions to get your portal username and password.

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 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.

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

I want to change benefits as part of a qualifying event.

Qualifying life events include marriage, divorce, birth, gaining/losing other coverage,
gaining/losing eligibility, change in employee residence and changes in dependent care needs.

For a qualifying event, complete a Benefits Enrollment/Change Form to make benefits changes that are effective before July 1.

- Benefits Enrollment/Change Form for Faculty, Officers and University Staff
- Benefits Enrollment/Change Form for Classified Staff
- Benefits Enrollment/Change Form for Retirees
- Benefits Enrollment/Change Form for Surviving Spouse/Partner

**I want to increase my employee or spouse optional life coverage.**

To apply to increase your coverage, you must submit a Medical History Statement Form to The Standard Insurance Company as evidence of insurability (EOI). Complete the Medical History Statement Form for your employment classification and send it directly to Standard.

- Medical History Statement Form for faculty and university staff
- Medical History Statement Form for classified staff

If you are approved, Standard will notify CU, and you will be enrolled in the approved amount on the first of the month following the date of your approval. If you want to remain enrolled, but would like to decrease your coverage, you may do so using the Benefits Enrollment tool within the employee portal.

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

Start by locating your current plan(s) in the left column.

<table>
<thead>
<tr>
<th>2019-20 Enrollment Status</th>
<th>Eligible Participant</th>
<th>2020-21 Default</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Plans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waived medical coverage</td>
<td>All members</td>
<td>Waived coverage continues</td>
</tr>
<tr>
<td>CU Health Plan - Exclusive</td>
<td>Active employees, retirees and surviving spouses who are not eligible for Medicare</td>
<td>Same plan and coverage level</td>
</tr>
<tr>
<td>Plan Type</td>
<td>Eligibility</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>CU Health Plan - Extended</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CU Health Plan - Kaiser</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CU Health Plan - High Deductible</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CU Health Plan - Medicare</td>
<td>Medicare-eligible retirees and surviving spouses</td>
<td></td>
</tr>
<tr>
<td>CU Health Plan - Medicare/High Deductible</td>
<td>Retirees and surviving spouses when at least one member is Medicare-eligible</td>
<td></td>
</tr>
<tr>
<td>Alternate Medicare Payment (AMP)</td>
<td>Medicare-eligible retirees and surviving spouses</td>
<td></td>
</tr>
</tbody>
</table>

**Dental Plans**

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waived dental coverage</td>
<td>All members</td>
</tr>
<tr>
<td>CU Health Plan - Essential</td>
<td>Active employees, retirees and surviving spouses who are not eligible for Medicare</td>
</tr>
<tr>
<td>CU Health Plan - Choice</td>
<td></td>
</tr>
<tr>
<td>CU Health Plan - Dental Premier</td>
<td>Retirees and surviving spouses when at least one member is Medicare-eligible</td>
</tr>
</tbody>
</table>

**Vision**
<table>
<thead>
<tr>
<th>Waived vision coverage</th>
<th>All members</th>
<th>Waived coverage continues</th>
</tr>
</thead>
<tbody>
<tr>
<td>CU Health Plan Vision</td>
<td>All benefits-eligible employees</td>
<td>Same plan and coverage level</td>
</tr>
</tbody>
</table>

**Life Plans**

<table>
<thead>
<tr>
<th>Waived Optional Life coverage(s)</th>
<th>All members</th>
<th>Waived coverage continues</th>
</tr>
</thead>
<tbody>
<tr>
<td>CU Basic Term Life</td>
<td>Employees and retirees</td>
<td>Same plan, same coverage level, same rate level (smoker/nonsmoker, if applicable) as long as you remain enrolled in Optional Life plan</td>
</tr>
<tr>
<td>CU Optional Term Life - Employee and Retiree</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CU Optional Life - Spouse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CU Optional Life - Dependent Child</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CU Free 10k Optional Life</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voluntary Accidental Death &amp; Dismemberment - Employee</td>
<td>Employees</td>
<td></td>
</tr>
<tr>
<td>Voluntary Accidental Death &amp; Dismemberment - Spouse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voluntary Accidental Death &amp; Dismemberment - Dependent Child</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PERA Optional Life</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Disability**
<table>
<thead>
<tr>
<th><strong>Waived Classified Staff Long-Term Disability</strong></th>
<th><strong>Classified staff members</strong></th>
<th>Waived coverage continues</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Waived Faculty/University Staff Short-Term Disability</strong></td>
<td><strong>Eligible faculty and university staff members</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Faculty/University Staff Short-Term Disability</strong></td>
<td><strong>Eligible faculty and university staff members</strong></td>
<td>Same plan</td>
</tr>
<tr>
<td><strong>Faculty/University Staff Long-Term Disability</strong></td>
<td><strong>Eligible classified staff members</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Classified Staff Short-Term Disability</strong></td>
<td><strong>Eligible classified staff members</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Classified Staff Long-Term Disability</strong></td>
<td><strong>Eligible classified staff members</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Cafeteria Plans

<table>
<thead>
<tr>
<th><strong>Premium Only Plan</strong></th>
<th><strong>Active Employees</strong></th>
<th>Same plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Health Care Flexible Spending Account</strong></td>
<td></td>
<td>Not enrolled for plan year 2020-21</td>
</tr>
<tr>
<td><strong>Dependent Care Flexible Spending Account</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Groups audience:**
Employee Services

**Right Sidebar:**
ES: Benefits & Wellness - OE Resources

**Source URL:** https://www.cu.edu/employee-services/open-enrollment/how-enroll

**Links**
[4] https://my.cu.edu/
[5] https://my.cu.edu
[10] https://www.cu.edu/employee-services/open-enrollment/benefits-enrollment-tool-access
[15] https://www.cu.edu/docs/medical-history-statement-classified-staff