

## 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 subspecialty 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.

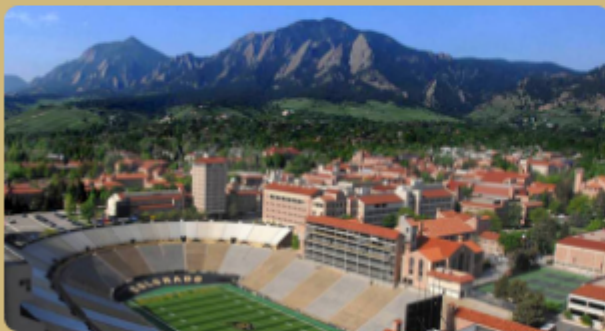
Access your campus portal at [my.cu.edu](https://my.cu.edu) <sup>[1]</sup>, select your campus, and enter your username and password. You may also find campus-specific assistance with your user ID and password <sup>[2]</sup>.



# University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Click on your campus to log in.



CU Boulder



UCCS

[3]

## 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.



Request System Access



Benefits and Wellness



CU Career

### Benefits Enrollment



### Benefits News & Events




### Dental Plan




## 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.



Device:

Choose an authentication method

 Call Me


 Passcode

[What is this?](#) [Need help?](#)

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.



Device:


Choose an authentication method

 Call Me

 Passcode

[What is this?](#) [Need help?](#)

Click the **Call Me** button.



[What is this?](#) [Need help?](#)


Device:

Choose an authentication method

|   |   |
|---|---|
| <input checked="" type="checkbox"/> Duo Push <small>RECOMMENDED</small> | <input type="button" value="Send Me a Push"/>   |
| <input type="checkbox"/> Call Me  | <input type="button" value="Call Me"/>          |
| <input type="checkbox"/> Passcode                                       | <input type="button" value="Enter a Passcode"/> |

Answer the call, then **press any key** on your phone to log in.

The protected page will open.



[What is this?](#) [Need help?](#)

Device:

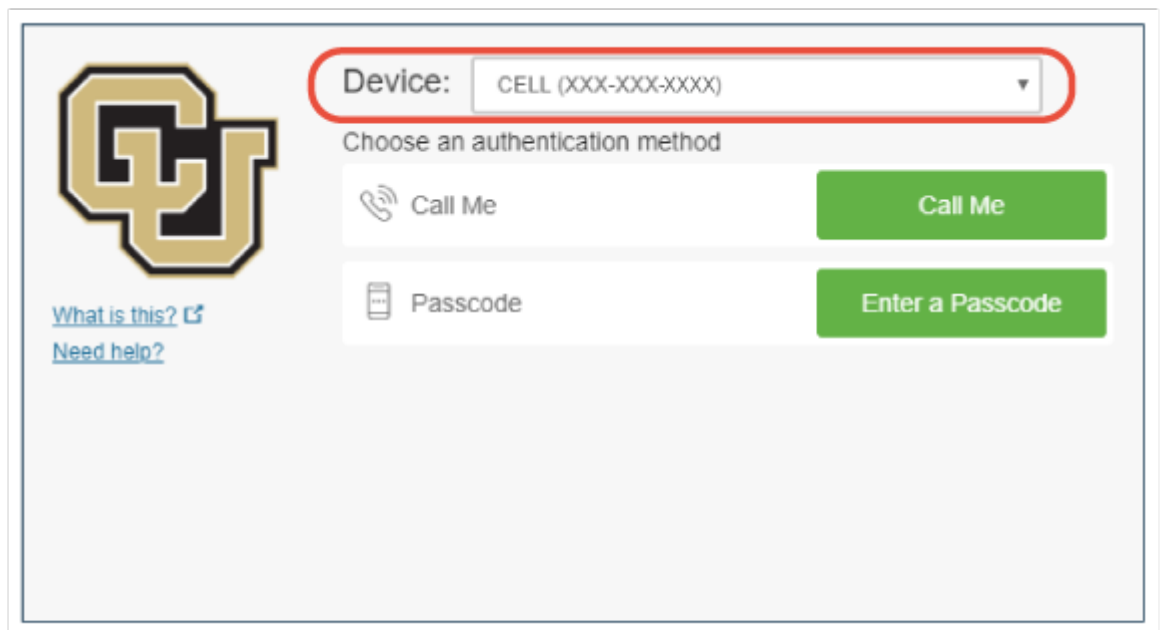
Choose an authentication method

|   |   |
|---|---|
| <input checked="" type="checkbox"/> Duo Push <small>RECOMMENDED</small> | <input type="button" value="Send Me a Push"/>   |
| <input type="checkbox"/> Call Me  | <input type="button" value="Call Me"/>          |
| <input type="checkbox"/> Passcode                                       | <input type="button" value="Enter a Passcode"/> |

Dialing XXX-XXX-9383...

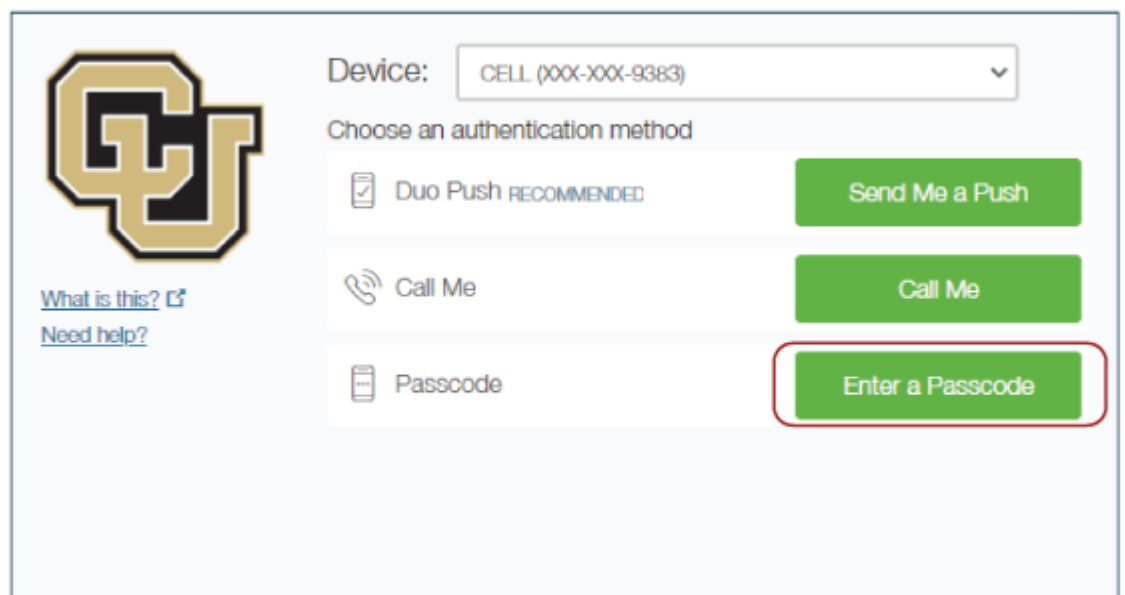
**Option 2: Receive a text message with a passcode**

From the **Device** drop-down menu, select the phone number where you wish to be contacted.



The screenshot shows the authentication interface with the CU logo on the left. Below the logo are links for [What is this?](#) and [Need help?](#). On the right, there is a 'Device:' dropdown menu with 'CELL (XXX-XXX-XXXX)' selected, which is highlighted by a red rounded rectangle. Below this is the text 'Choose an authentication method'. There are two options: 'Call Me' with a phone icon and a green 'Call Me' button, and 'Passcode' with a smartphone icon and a green 'Enter a Passcode' button.

Click the **Enter a Passcode** button.



The screenshot shows the same authentication interface, but now 'Duo Push' is selected in the 'Device:' dropdown menu, which is highlighted with a red rounded rectangle. The 'Duo Push' option is marked as 'RECOMMENDED' and has a green checkmark icon. The 'Call Me' option is still present. The 'Passcode' option is also present, and its corresponding green 'Enter a Passcode' button is highlighted with a red rounded rectangle. The 'Send Me a Push' button is also visible next to the 'Duo Push' option.

A blue bar will appear on the screen. Press the **Text me new codes** button.

CU Logo

Device: CELL (XXX-XXX-9383)

Choose an authentication method

☒ Duo Push RECOMMENDED

☐ Call Me

px. 867539

Send Me a Push

Call Me

Log In

What is this? Need help?

Enter a passcode from Duo Mobile or a text.

Text me new codes X

You'll receive a text message from CU with a passcode.

Enter the passcode and press the **Log In** button.

CU Logo

Device: CELL (XXX-XXX-9383)

Choose an authentication method

☒ Duo Push RECOMMENDED

☐ Call Me

px. 867539

Send Me a Push

Call Me

Log In

What is this? Need help?

Enter a passcode from Duo Mobile or a text.

Text me new codes X

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 election.

### 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. Failure to do so may result in 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 coverage will begin on that date.
- 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.

**\$0.00**

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**

[Review](#)

#### Dental

Current No Coverage  
New Essential  
Status **Pending Review**  
 0 Dependents

Pay Period Cost **\$0.00**

#### Vision

#### Health Care Flex Spending

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

▼ **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.

**\$171.28**

**Status Pending Review**

**Full Cost \$171.28**

**Submit Enrollment**

**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**

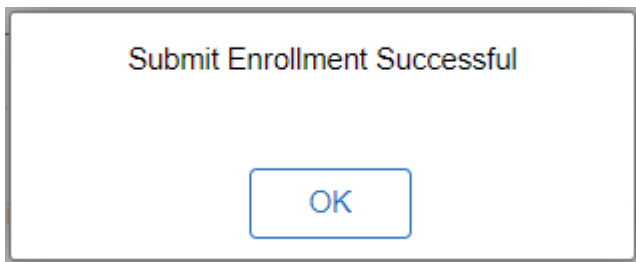
Review

## Submit Enrollment

When you've completed your elections, submit your enrollment.

Submit

If your enrollment is successful, you will be brought to a summary page and a popup window alerting you that your enrollment was 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

**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.

**\$171.28**

Status **Submitted**

Full Cost \$171.28

**Submit Enrollment**

EE

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 <b>faculty member, university staff, classified staff member, GME medical intern, resident or subspecialty fellow</b> takes no action |               |           |
|---|---------------|-----------|
| 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 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 <sup>[4]</sup> 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**

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

[2] <https://www.cu.edu/employee-services/benefits-enrollment-tool-access-help> [3] <https://my.cu.edu/>  
[4] <https://www.cu.edu/employee-services/benefits-wellness/new-employee/placement-retirement-plans>