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MCH OPEN ENROLLMENT 2025-2026

(Plan year runs July 1, 2025 – June 30, 2026)

It's that time of year again! Time to review, renew, or sign up for your MCH benefits for the new plan year.

These close on June 5th, 2025

The following MCH benefits are up for enrollment:

- Medical Traditional PPO
- Medical HSA PPO
- Dental
- Vision
- Short-term Disability
- Long-term Disability
- Life Insurances
- Dependent Life Insurance
- Flexible Spending Accounts (FSA)
- Health Savings Account (HSA)
- Retirement (401K)
- Supplemental (Extra) Insurance: Help with Out-of-Pocket Costs
- MCH Employee Giving Opportunities

All employees that are eligible for benefits must log into e3 and enroll in or decline all MCH benefits.

Follow the Guide on Pages 2-7 below to enroll in or decline your benefits.

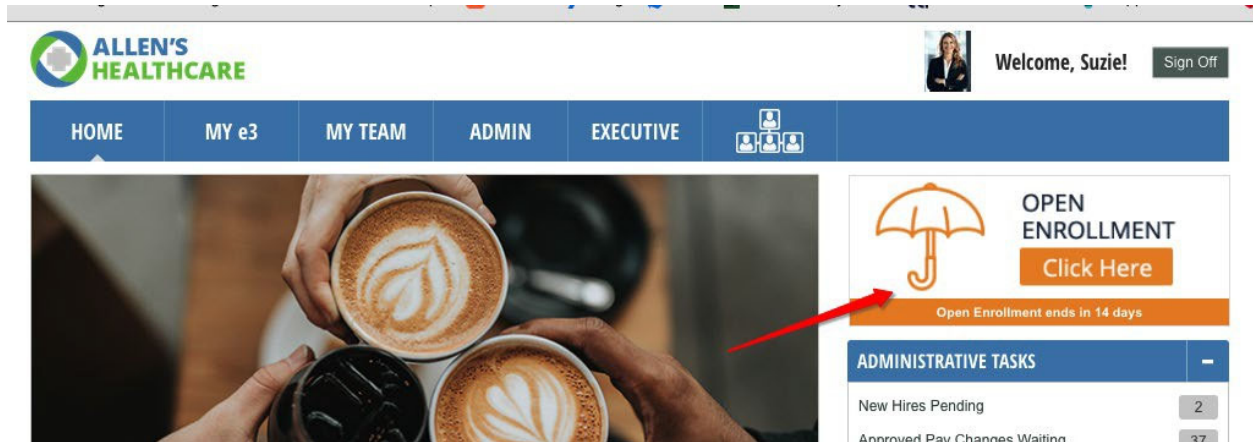
Please ensure your Dependents have been updated prior to starting the enrollment wizard, you will not be able to add them during this process.

(To add dependents, go to MY e3 tab and select dependents icon)

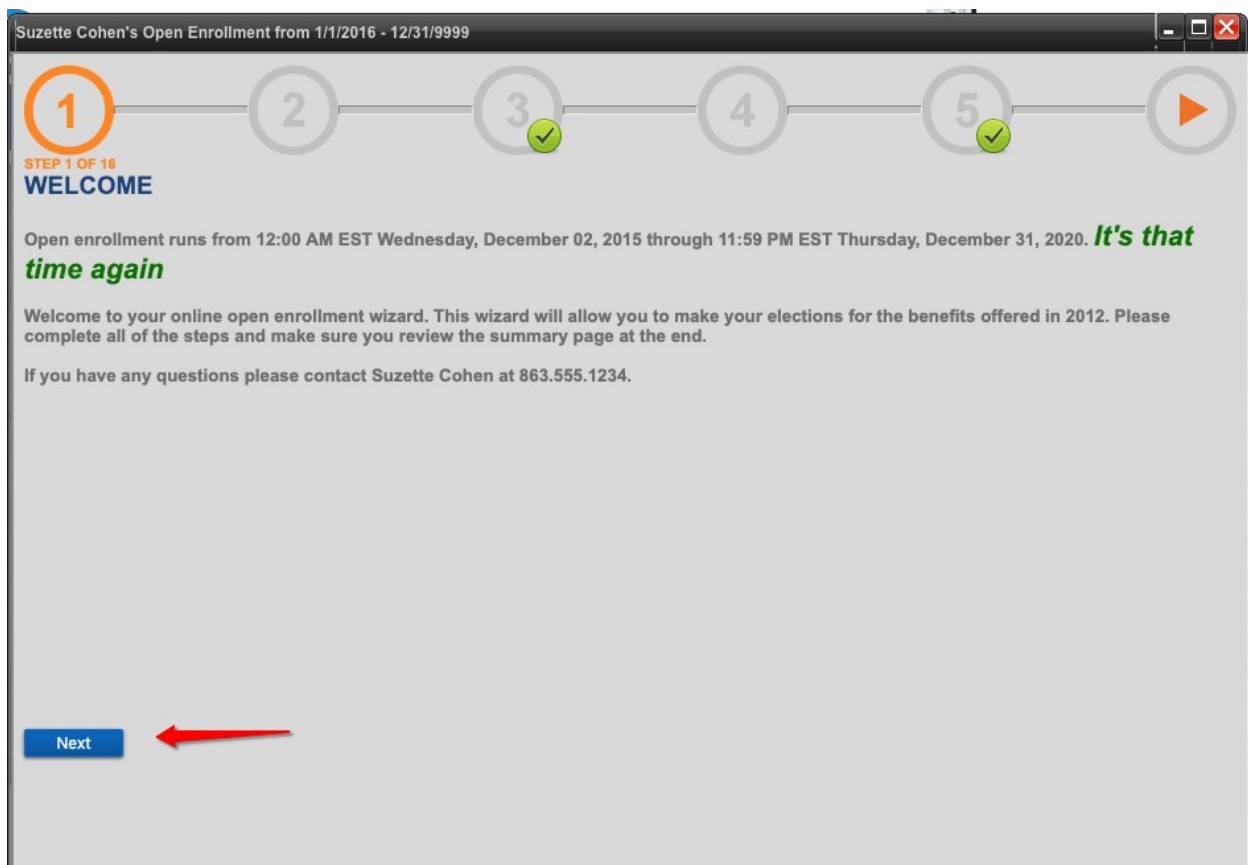
To enroll in the e3 Benefits Enrollment Wizard, employees will see the prompt on the top right-hand corner of the e3 home page.

It will have a countdown of remaining days for the enrollment period.

1. Employees will click on the “Click Here” button to open the wizard.



2. The wizard will open to the home page for the employee. To navigate to the next steps, click “Next” in blue



3. Page two lists the employee's dependents that are currently in e3 and allows the employee to add additional dependents

Suzette Cohen's Open Enrollment from 1/1/2016 - 12/31/9999

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STEP 2 OF 16
DEPENDENTS

Name	Relationship	Age	
Cage, Xander Yelena	Life Partner	24 years	
Cohen, Ariel	Child	10 years	
Cohen, Jimmy	Child	2 years	
Cohen, Joe	Child	3 years	
Cohen, Marsha	Child	8 years	
Cohen, Mary	Child	2 years	
Cohen, Tanner	Child	5 years	
McTest, John Test	Child	3 years	
Mike	Child	4 years	

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Please note: If you have not added Dependents before, you can do so by going to the "My e3" tab and selecting the "Dependents" icon

4. Page three and beyond are the benefits offered to eligible employees. They can elect the plan, coverage type/amount, and select dependents to enroll in the plans.

Suzette Cohen's Open Enrollment from 1/1/2016 - 12/31/9999

1 2 **3** 4 5

STEP 3 OF 16
MEDICAL COVERAGE

Election for Medical coverage effective January 1, 2016
[Click to see the plan summary](#)

Effective Date 1/1/2016

Benefit Plan Aetna High Deductible

Coverage Type Employee Only

What comes out of your pay check \$ 75.00

What your employer is paying \$ 420.82

Enrollees

- ☐ Cohen, Mary (Child, Age 2 years)
- ☐ Cohen, Jimmy (Child, Age 2 years)
- ☐ Cohen, Joe (Child, Age 3 years)
- ☐ McTest, John Test (Child, Age 3 years)
- ☐ Mike (Child, Age 4 years)
- ☐ Cohen, Tanner (Child, Age 5 years)
- ☐ Cohen, Marsha (Child, Age 8 years)
- ☐ Cohen, Ariel (Child, Age 10 years)
- ☐ Cage, Xander Yelena (Life Partner, Age 24 years)

Documents

[Helpful Links](#)

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Current Election

Plan:
Aetna High Deductible

Coverage:
Employee Only

Per Payroll Amount:
75.00

[Save and Complete Later](#)

5. If any plans have an Evidence of Insurability requirement setup, they will receive the pop-up prompt as needed.

Suzette Cohen's Open Enrollment from 1/1/2016 - 12/31/9999

STEP 12 OF 16

VOLUNTARY LIFE COVERAGE

Election for Voluntary Life coverage effective January 1, 2016
[Click to see the plan summary](#)

Effective Date: 1/1/2016

Benefit Plan: Prudential Voluntary Life

Coverage Amount: 180,000.00

Current Election
Plan: Prudential Voluntary Life
Coverage: No Coverage Type
Coverage Amount: 150,000.00

e3 Confirmation

Based on your current election of \$180,000.00, you are required to complete an Evidence of Insurability (EOI) for the provider. If you plan to complete and submit an EOI form, please click "I Accept" and complete the form. If you do not want to complete the EOI form, please click "I Decline" and you will have a coverage amount of \$150,000.00.

[I Accept](#) [I Decline](#)

Primary Beneficiary

Name	Amount	Action
Cohen, Michael Ray	100.00	Edit Delete
Cohen, James M	100.00	Edit Delete

Documents

Helpful Links
[Plan Details](#)

☐ I decline Voluntary Life coverage

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6. The final step is the summary page. The employee can review the elections they made and submit the wizard for the Administrator to review and enroll the employee.

In the bottom left corner, the employee can save their elections as a PDF.

STEP 16 OF 16
SUMMARY

Your elections are ready to be submitted!

Please review your elections below carefully and click Submit.

Effective Date	Benefit	Plan	Coverage	Per Pay Employee Cost	Per Pay Employer Cost	Annual Employee Cost	Annual Employer Cost
01/01/2016	Medical	Aetna High Deductible	Employee Only	75.00	420.82	1950.00	10941.32
01/01/2016	Agency-Paid Life	Agency-Paid Life	50,000.00	0.00	4.62	0.00	120.12
01/01/2016	Dental	DeltaCare USA	Employee Only	7.83	33.93	203.58	882.18
01/01/2016	Vision	United Healthcare Vision Elite	Employee Only	3.68	7.98	95.68	207.48
01/01/2016	Agency-Paid AD&D	Agency-Paid AD&D	50,000.00	0.00	1.10	0.00	28.60
01/01/2016	Health Savings Account	HSA Individual		50.00	62.50	1300.00	1625.00
01/01/2016	Short Term Disability	Prudential STD	Declined	0.00	0.00	0.00	0.00
01/01/2016	Long Term Disability	Prudential LTD	Declined	0.00	0.00	0.00	0.00
01/01/2016	Voluntary Life	Prudential Voluntary Life	150,000.00	13.85	0.00	360.10	0.00
01/01/2016	Voluntary Spouse Life	Prudential Spouse Voluntary Life	10,000.00	0.92	0.00	23.92	0.00
01/01/2016	Voluntary Child Life	Prudential Child Voluntary Life	5,000.00	0.23	0.00	5.98	0.00
01/01/2016	AD&D	MetLife AD&D	Declined	0.00	0.00	0.00	0.00
Total				151.51	530.95	3939.26	13804.70

Save to PDF File

Submit

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