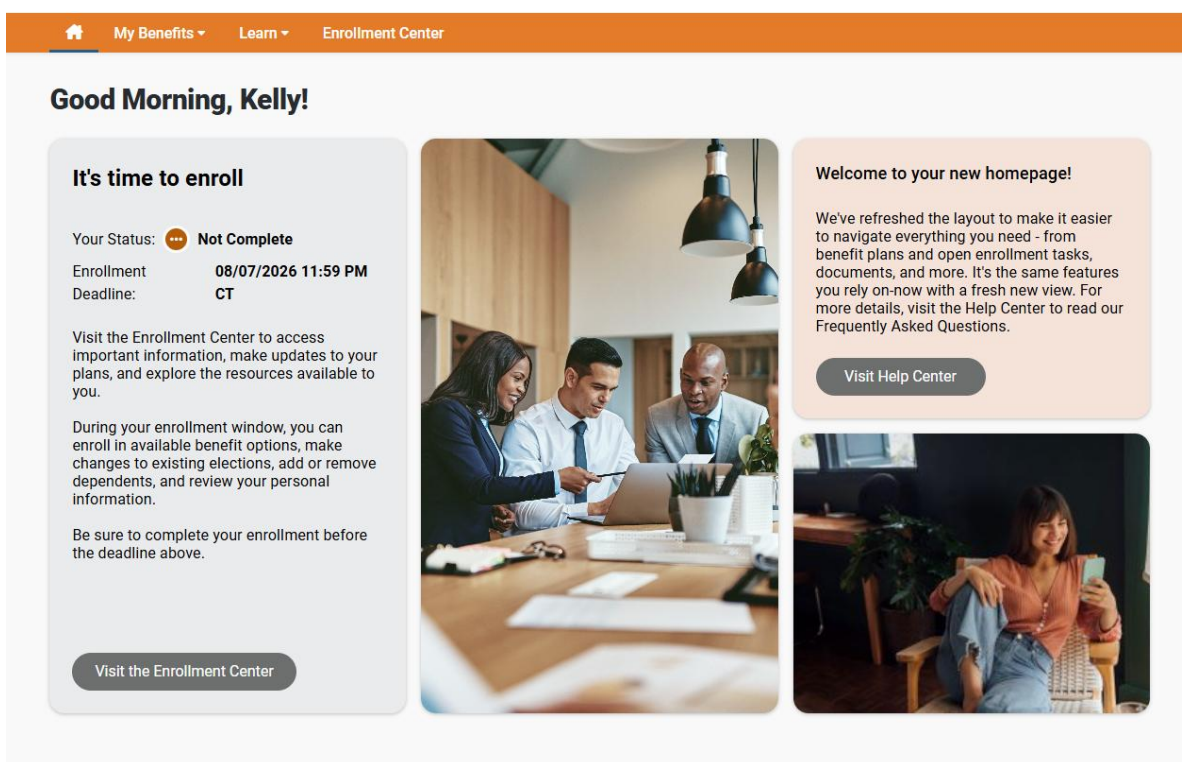


Enrolling in Benefits Employee User Guide

Access the Benefits portal in Paycor

1. Select your **profile picture**, then select **Benefit Elections**. The Benefits Advisor homepage opens.
2. Select **Visit the Enrollment Center** to start enrolling in your benefits.
 - **Note:** After you log in once, you are **not** asked to log in again.



From the Benefits homepage, you can:

- Review your benefits
- Get information on the plans you enroll in
- Find carrier information
- Review demographic information, like name, address, phone number, and email address.
 - **Note:** You must update demographic information in Paycor. Any data changes made there automatically update in Benefits overnight.

Enroll in Benefits

1. Select your **profile picture**, then select **Benefit Elections**. The Benefits Advisor homepage opens.
2. Select **Visit the Enrollment Center**. The Enrollment Center screen opens.
3. Select **Enroll Now** to begin signing up for your benefits.
4. Verify your personal information
5. Verify your family information
6. Review the plan type tiles
7. Select **View Plan Options** to open the plan selection page.

Notes:

- Each plan is listed in a tile with the plan name, vendor, and plan data.
- **View Plan Details** shows more details.
- The plan's cost displays to the right. Select the arrow next to the cost to open a menu with more details, like the total premium and employer contribution.
- The coverage tier (if it applies) shows under your cost.

Medical \$15.23
Your Cost per pay period

PLAN **Medical CDHP** UnitedHealthcare (UnitedHealth Group) [View plan details](#)

COVERAGE **Employee**

New Digital Experience Tester	Employee	☒ Cover
NDE Tester2	Spouse	☐ Waive

☒ Completed

8. If the plan can cover your dependents:

1. You **must** choose which dependents to cover before reviewing the available plans.
2. **To cover a dependent**, mark the checkbox next to their name.
3. Select **Back** to return to the landing screen or **Continue** to proceed after selecting dependents.

- **Note:** You can change the dependents covered on the next screen as well.

9. To add more family members, select **+ Add Dependents**:

- This takes you back to the Family Information page.
- Enter the new dependent's information. To return to the Your Benefits step, you **must** save the dependent and continue through the rest of the Your Info step.

10. After you select or waive a plan, the plan type icon turns green and ***Selection Required** changes to **Completed**.

1. The plan tile includes the plan's name, vendor, coverage level, and whether dependents are covered, **not** covered, or ineligible.

2. Your selected plan also shows as completed on the landing page.

11. You can make changes anytime during the enrollment process by selecting **Edit Selection**.

12. Auto-enrolled or employer-paid plans (with no waive option) also display in their tiles.

1. Select **View Plan Options** to open the plan page and view details like plan data, benefit coverage, and plan highlights.

13. If you have elections from a previous enrollment, you can save without reviewing or updating the plan selections by selecting **Keep Selection**.

[View Plan Details](#)

Supplemental Employee Life & AD&D
The Hartford

[View plan details](#)

Select

⊗ Waive Supplemental Employee Life

[Keep Selection](#)

✔ Selected

Elect life insurance

You can elect additional life insurance for yourself or your family members.

- When you view the plan type, choose **Select**, then pick an amount.
 - Select **Continue** to complete the election choice.
- Note:** The maximum is determined by your plan's parameters.

[Back to Benefits](#)

Supplemental Employee Life

Coverage Calculator
[How Much Do I Need?](#)

Life Insurance FAQ
 [Go](#)

VOICEOVER AUDIO

[View Plan Details](#)

Supplemental Employee Life & AD&D
The Hartford

[View plan details](#)

✔ Selected

Coverage Amount:

Cost Details (per pay period)	
Total Premium	\$0.00
Employer Cost	\$0.00
Employee Cost	\$0.00

Guaranteed Coverage Amount: **\$150,000.00**

[Continue](#)

- If you elect **more** than the Guaranteed Coverage amount, you receive this message:

Supplemental Employee Life

Coverage amount exceeds the guaranteed issue from the insurance carrier. Therefore, you will need to complete an Evidence of Insurability form and submit it to the carrier for approval. The form is available in the Document section. When the carrier approves the requested amount, your HR Manager will update the system and the new coverage amount will be reflected on your confirmation statement and in your pay check.



Add beneficiaries

On the **Beneficiary Information** screen, you can designate or add beneficiaries. To add a beneficiary:

1. Select **+Add Beneficiary**, enter the information, and select **Save**.
 - Your Totals for each plan **must** equal **100%** to continue.

- When you finish, select **Continue**.

Annual Open Enrollment



Let's get you signed up for your benefits!

Benefit FAQs

Select a question about benefits

Go

VOICEOVER AUDIO

Beneficiary Information

Be sure to designate a Beneficiary. Your dependents will automatically show up as choices and you can add additional beneficiaries if you wish by clicking the "Add New Beneficiary" button below.

To designate a beneficiary, type in a percentage beside his/her name.

Basic Employee Life

Please choose your beneficiaries

Primary Beneficiaries *(required)*

The entities listed here are eligible to be named as your beneficiaries. They are not beneficiaries until you assign either a primary or secondary percentage to them. To add additional beneficiaries, click on the Add Beneficiary button.

Name	Percentage	Remove
TestUserEstate (My Estate)	100 %	

Total: 100.0000%

[+ Add Beneficiary](#)

Secondary Beneficiaries *(optional)*

Secondary beneficiaries receive money if your primary beneficiaries are unable to inherit.

[+ Add Beneficiary](#)

- Your Info
- Your Benefits
- Enroll
- Complete

Beneficiaries

Review and Confirm

Employee Cost per pay period

\$17.81

[Continue](#)

Review and confirm your Benefits

- Carefully review all your benefit elections and covered dependents.

- To change any plan selections, select **Edit Selection**. The dependents you want to include in your coverage are also listed.

Review and Confirm

Almost Finished!

Please Review All of Your Selections

Once you have completed your review, click the "Complete Enrollment" button at the right side of the page.

Your Total Cost **\$17.81**
Per Pay Period

Your total cost (pending approval) ⓘ **\$17.81**
Per Pay Period

Medical Your cost per pay period **\$15.23**

Medical CDHP UnitedHealthcare (UnitedHealth Group)

Coverage: **Employee**

Who will be covered on this plan:

Name	Relationship	Coverage ⓘ
New Digital Experience Tester	Employee	☒ Cover

[Edit Selection](#)

Cost Details (per pay period)

Total Premium	\$36.00
Employer Cost	(\$20.77)
Employee Cost	\$15.23

1 Your Info

2 Your Benefits

3 Enroll

Beneficiaries

Review and Confirm

4 Complete

[Complete Enrollment](#)

- If you have elected **more** than the Guaranteed Coverage for a plan, you receive information about completing the Evidence of Insurability. You can download the form and compare your current

coverage amount and premium to the pending coverage amount and premium.

Supplemental Employee Life*

Your cost per pay period **\$42.00**

This benefit election is pending until approved by HR Department.

Your requested coverage amount exceeds the Guaranteed Issue Amount, so you will need to file an Evidence of Insurability Form. You may [download the form now](#), or it will be presented to you once you've completed your enrollment.

Pending coverage: \$110,000.00

Pending cost per pay period **\$46.20**

Voluntary Life - Employee

CIGNA

Coverage: **\$100,000.00**

COST DETAILS PER PAY PERIOD

Total Premium	\$42.00
Employee Cost	\$42.00

[Edit Selection](#)

4. After you review your selections, mark the **I agree** checkbox and select **Continue**. When you finish enrolling in your benefits, the success screen opens.

- We recommend you **email** or **print** a copy of the Confirmation Statement.
 - **Note:** The **EMAIL** option is available **only** if you have an email address on file.

[My Benefits](#)
[Learn](#)
[Enrollment Center](#)

Your enrollment is complete!

You may make changes to your elections until: **December 31, 2025**

You have completed your enrollment. Click the Print icon to print out a copy of your Confirmation Statement for your records or the Email icon to email yourself a copy of the Statement. If you would like to make changes to your enrollment, click on the plan's Edit Selection button.

Your Confirmation Statement is ready

Your Confirmation Statement is an overview of your new benefits and costs for your review and records.

[VIEW](#)
[PRINT](#)