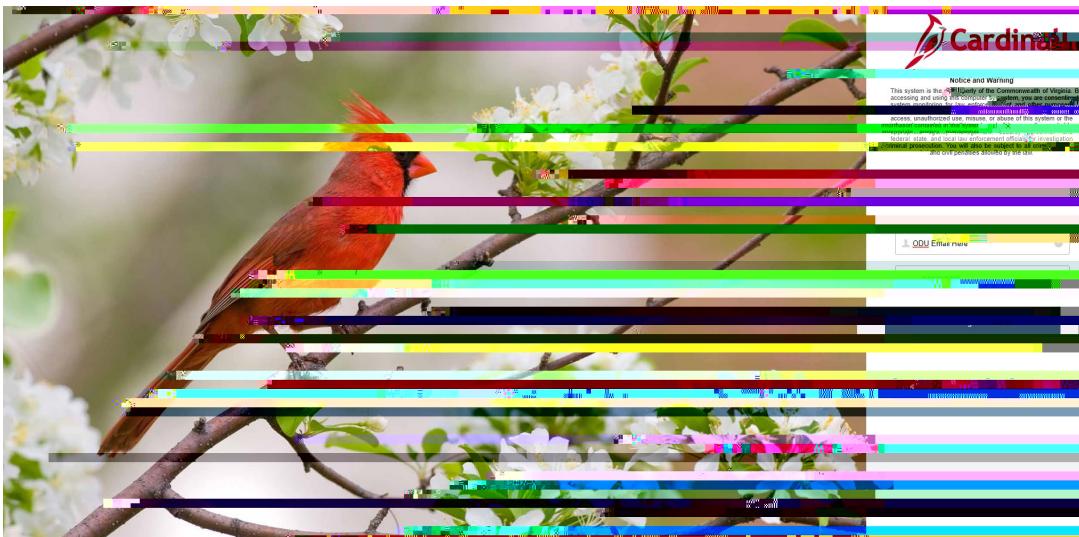


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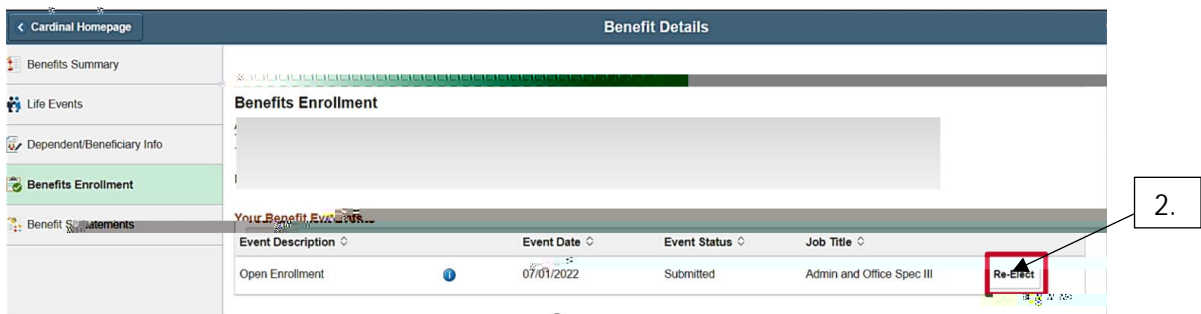
This procedure describes the steps required for entering benefit elections during open enrollment for employees using the Employee Self Services (ESS) Portal in Cardinal. This SOP is created in connection with Job Aid 1.0, Entering New Hirne50n ( ) TJ-0.001 Tc 0.112 Tw 32.043 0 Td(T)-3.1 (h)13.1 (e)-3 ( username (ODU email address) and password created during the registration process.



From the homepage, you should see the "Benefits Detail" tile as shown in the red square. As you can see, the tile says, "Action Required," which lets

This page is where you will begin the process of electing benefits.

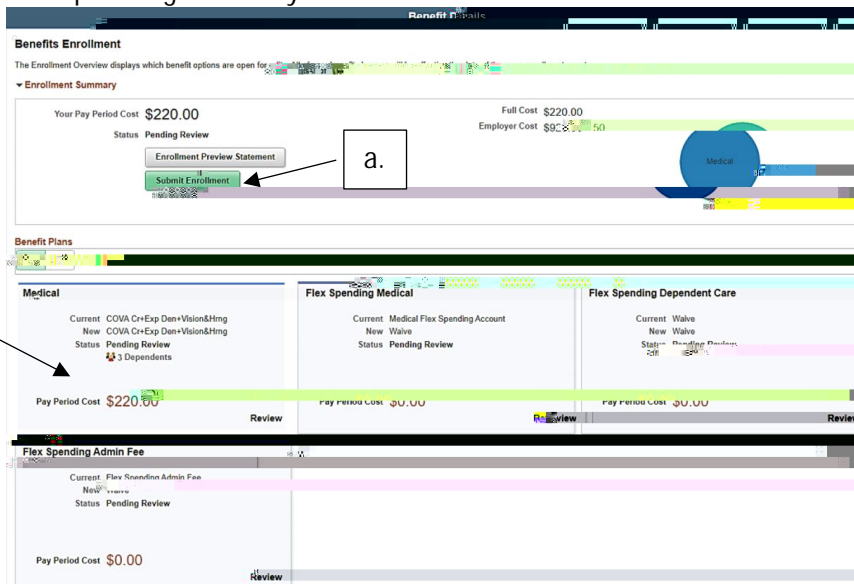
1. If you haven't started the open enrollment process, you will see the "Start" button.
2. If you started the open enrollment process, but didn't finish, or want to make updates before the close of the enrollment period you will see the "Restart" button.
3. Click either "Start" or "Restart" to enter your benefits elections.



The enrollment summary page shows the benefits you have currently. During open enrollment, you will be able to select each tile to make changes to your benefits.

1. Click on the "Medical" tile to begin updating your medical elections.
  - a. If you do not want to make changes, and are fine with the benefits you have, you can select the "Submit" button.

\*Note you will need to enter your Flexible Spending election otherwise you will not have one for the upcoming benefits year.



2. On the medical page, you will be able to see the options you have as well as your eligible dependents.
  - a. Ensure your dependents are showing accurately and select checkbox by each
    - i. If dependents need to be added, click the "Add Dependent" button.
    - ii. Notes for adding a dependent will be found in Appendix A.
  - b. Select your health benefit option.
  - c. Click the "Done" button to return to the Benefits Details page once you've made your selection.

\*Note: as you select your dependents, the coverage cost will update accordingly.

The screenshot shows the 'Medical' enrollment page. Callout 'a' points to the 'Dependents that the employer has selected for you' section, which includes a table of dependents with checkboxes. Callout 'i' points to the 'Add Dependent' button. Callout 'b' points to the 'Enroll in Your Plan' section, which contains a table of available health plans. Callout 'c' points to the 'Done' button at the top right of the page.

Plan Name	Cost (Before Tax)	Cost (After Tax)	Employer Cost	Pay Period Cost
Select COVA Htb/Awr + Prev Den	\$26.50		\$928.00	\$26.50
Select COVA Htb/Awr + Exp Den	\$69.50		\$928.00	\$69.50
Select COVA Htb/Awr + Exp Den	\$84.00		\$928.00	\$84.00
Select COVA Care + Prev Den	\$147.50		\$929.50	\$147.50
Select COVA Care + Prev Den + Out-of-pocket	\$173.00		\$929.50	\$173.00
Select COVA Cr+Exp Den+Out-of-pocket	\$193.50		\$929.50	\$193.50
Select COVA Cr+Exp Den+Vision&Hear	\$245.00		\$929.50	\$245.00
Select COVA-ExDen+Out-of-pocket	\$245.00		\$929.50	\$245.00

3. Once you're back on the "Enrollment Summary" page, you should be able to see your medical election that was made, as well as the status showing as "Changed."
  - a. Click the "Flex Spending Medical" tile to make sure flex spending elections.

The screenshot shows the 'Benefit Details' page, specifically the 'Benefits Enrollment' section. Callout 'a' points to the 'Flex Spending Medical' tile, which is highlighted in red. The page also shows the current and new benefit plans, their status (Pending Review), and the pay period costs.

Benefit Plan	Current Plan	New Plan	Status	Pay Period Cost
COVA Cr+Exp Den+Vision&Hear	COVA Care + Expanded Dental	COVA Cr+Exp Den+Vision&Hear	Changed	\$193.50
Flex Spending Medical	Flex Spending Medical	Flex Spending Medical	Pending Review	\$0.00
Flex Spending Dependent Care	Flex Spending Dependent Care	Flex Spending Dependent Care	Pending Review	\$0.00
Flex Spending Admin Fee	Flex Spending Admin Fee	Flex Spending Admin Fee	Pending Review	\$0.00

4. Click the "Select" button to enter your flex spending election.
  - a. Enter your contribution amount in the "Annual Pledge" area.
  - b. Click the "Done" button to return to the "Enrollment Summary" page.

\*Note: Click the "Flexible Spending Account Worksheet" if you need assistance to determine how much of a contribution would like to make.

5. Your flex spending election should now show.
  - a. To elect "Flex Spending Dependent Care," click on the tile and follow the same directions you used for electing flexible medical spending.
  - b. If you elect either flex medical or dependent care, you must elect the "Flex Spending Admin Fee." To do so, click on the tile.

6. Click the "Select" button to enroll into the admin fee.
  - a. Click the "Done" button to return to the "Enrollment Summary" page.

Now that you've elected your benefits, you can see the status reflects "Changed" in each tile, as well as showing what your cost per pay period will be under "Enrollment Summary".

1. Click the "Submit" button to finalize your elections.

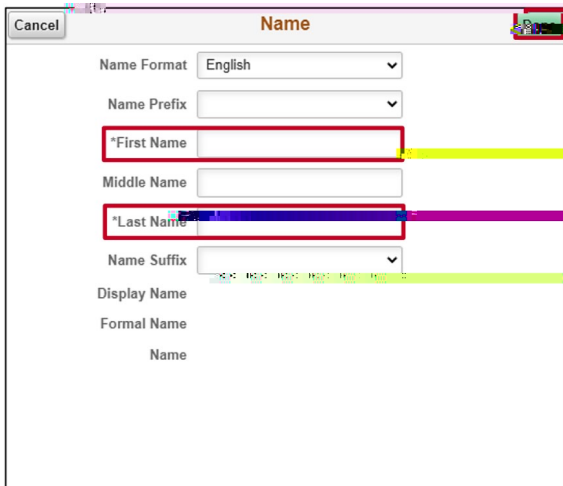
After clicking the "Submit" button you will see this Benefits Alerts message.

1. To view your Election Preview Statement, click "view"
2. If you are satisfied with your elections, click "Don"
3. Enter the employee ID (or name).
4. Click Search.

Your benefits elections have been selected and you're open enrollment process is complete. You

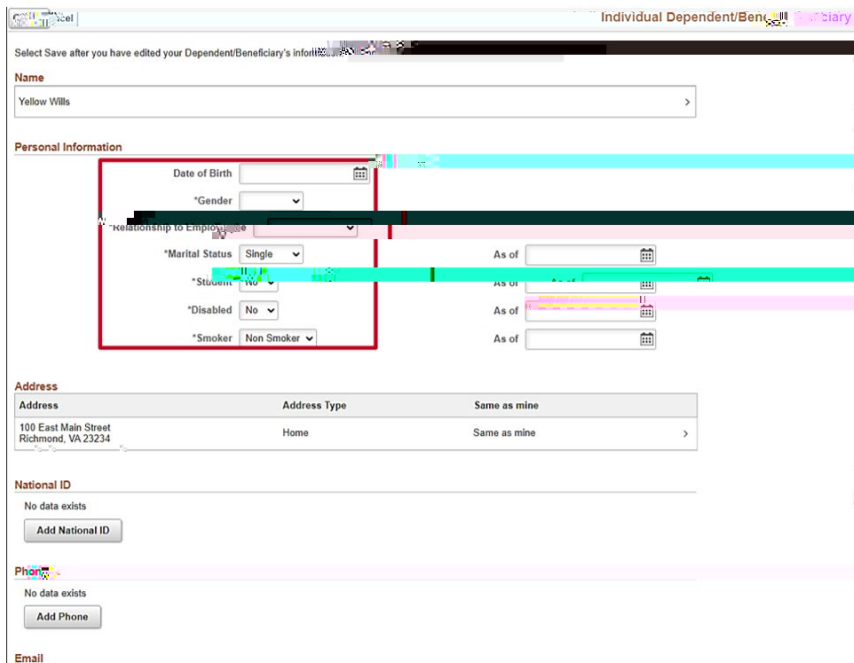
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Enter your dependent's name and click done.



A screenshot of a 'Name' form. The form has a title bar with 'Cancel' on the left and a 'Done' button on the right. The form contains the following fields: 'Name Format' (dropdown menu set to 'English'), 'Name Prefix' (dropdown menu), '\*First Name' (text input field, highlighted with a red border), 'Middle Name' (text input field), '\*Last Name' (text input field, highlighted with a red border), 'Name Suffix' (dropdown menu), 'Display Name' (text input field), and 'Formal Name' (text input field). The 'Formal Name' field is currently empty and has 'Name' written below it.

Once you're back on the "Dependent/Beneficiary Information" page. You will click add the additional information for your dependent as shown in the red square. After this is done you will click on "National ID" to add the social security number. Repeat the same steps for adding the social security number for entering the phone number.



A screenshot of the 'Individual Dependent/Beneficiary' form. The form has a title bar with 'Cancel' on the left and 'Individual Dependent/Beneficiary' on the right. Below the title bar is a message: 'Select Save after you have edited your Dependent/Beneficiary's information'. The form is divided into several sections: 'Name' (with a dropdown menu showing 'Yellow Willis'), 'Personal Information' (highlighted with a red box), 'Address', 'National ID', 'Phone', and 'Email'. The 'Personal Information' section contains: 'Date of Birth' (calendar icon), '\*Gender' (dropdown menu), 'Relationship to Employee' (dropdown menu), '\*Marital Status' (dropdown menu set to 'Single', with an 'As of' date field), '\*Smoker' (dropdown menu set to 'No', with an 'As of' date field), '\*Disabled' (dropdown menu set to 'No', with an 'As of' date field), and '\*Smoker' (dropdown menu set to 'Non Smoker', with an 'As of' date field). The 'Address' section has a table with columns 'Address', 'Address Type', and 'Same as mine'. The first row contains '100 East Main Street Richmond, VA 23234', 'Home', and 'Same as mine'. The 'National ID' section has the text 'No data exists' and an 'Add National ID' button. The 'Phone' section has the text 'No data exists' and an 'Add Phone' button. The 'Email' section is currently empty.



After you have entered the social security and phone numbers, you will be taken back to the "Dependent/Beneficiary Information" page. Verify the information is correct and click the "Save" button. You will then see a pop up that says, "Saved Successfully." Click the "OK" button.

The screenshot shows a web browser window with the title "Individual Dependent/Beneficiary Information". The page contains several sections:

- Name:** A text input field containing "Yellow Wills".
- Person's Information:** A section with various dropdown menus and input fields:
  - Date of Birth: 03/01/2022
  - Gender: Female
  - Relationship to Employee: Child
  - Marital Status: Single
  - Student: No
  - Disabled: No
  - Smoker: Non Smoker
  - Four "As of" date fields with calendar icons.
- Address:** A table with columns "Address", "Address Type", and "Same as mine".

Address	Address Type	Same as mine
105 East Main Street Richmond, VA 23234	Home	Same as mine

A modal dialog box is overlaid on the right side of the form, displaying the text "Saved Successfully" and an "OK" button.