Quick Reference Guide

HR eBenefits: Open Enrollment

During the Open Enrollment period each year, you can enroll in, modify, or cancel any of your eligible Benefit plans.

⚠️ **OPEN ENROLLMENT: September 20 – October 15**  Visit https://hraps.humboldt.edu/employee-benefits/ for more information on Open Enrollment.

⚠️ Carefully review plan summaries, rate comparisons, and other vital information regarding your health plan options available in the Human Resources office or online https://hraps.humboldt.edu/employee-benefits.

Contents

Navigating to Open Enrollment eBenefits Enrollment .................................................................................................................. 2
Enrolling in a Medical Plan ............................................................................................................................................................. 3
Enrolling in a Dental Plan ............................................................................................................................................................... 4
Enrolling in a Vision Plan ............................................................................................................................................................... 5
Enrolling Dependents in Medical, Dental, and/or Vision Plan(s).................................................................................................. 5
Enrolling in a Medical and/or Dental FlexCash Plan ................................................................................................................ 7
Enrolling in a Flex Spending Health Care (HCRA) and/or Flex Spending Dependent Care (DCRA) Plan ............................... 8
Finalizing and Submitting New Enrollment Elections .............................................................................................................. 9
**Step 1:**
Go to www.humboldt.edu and log in to the myHumboldt Portal.

**Step 3:**
Navigate to the **Open Enrollment: September 20 – October 15** link, on the front page of your MyHumboldt portal (this link will not be available until 9/20/21)

**Step 4:**
On the Benefits Enrollment page, click on the Select Button to go to the plan selection pages. From here, you will make all your benefit election selections. Click ‘Edit’ to enroll in individual plans.

⚠️ Carefully review plan summaries, rate comparisons, and other vital information regarding your health plan options before making your selections.
Enrolling in a Medical Plan

Processing Steps | Screen Shots
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**Step 1:**
In the Medical section, select the Medical Plan you wish to enroll in by clicking the radial button next to your choice.

⚠️ The plans displayed are the plans available based on your *residence address on file*, but may not have coverage in Humboldt County if your address on file is out of the area. If you are interested in enrolling in a plan that is not listed on our website, please contact Human Resources at 707-826-3626.

**Step 2:**
You may choose to add or review dependents (see page 5 for directions on how to add dependents for the first time). Check the **Enroll** box for each dependent you would like to add to the plan. Click **Continue**.
### Enrolling in a Dental Plan

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong></td>
<td><img src="image1.png" alt="Screen Shot of Dental Plan Selection" /></td>
</tr>
<tr>
<td>In the Dental Plan Selection section, select the Dental Plan you wish to enroll in and click Continue.</td>
<td></td>
</tr>
<tr>
<td>Please note: There are currently no dentists in Humboldt County that accept DeltaCare insurance.</td>
<td></td>
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</table>

| **Step 2:**      | ![Screen Shot of Adding Dependents](image2.png) |
| You may choose to add or review dependents (see page 5 for directions on how to add dependents for the first time). Check the Enroll box for each dependent you would like to add to the plan. Click **Continue**. |
Enrolling in a Vision Plan

**Processing Steps**

**Step 1:**

All employees who are eligible for health benefits are automatically enrolled in vision care benefits. You may choose to add or review dependents (see page 5 for directions on how to add dependents for the first time). Check the **Enroll** box for each dependent you would like to add to the plan. Click **Continue**.

⚠️ If you are interested in enrolling in the VSP Premier Vision plan, visit [csuactives.vspforme.com](http://csuactives.vspforme.com). You cannot split dependents between the Premier and Basic vision plans.

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Enrolling Dependents in Medical, Dental, and/or Vision Plan(s)

**Processing Steps**

You must elect to enroll yourself in a benefit in order to extend the benefit to your dependent(s). I.e. to enroll a dependent in a health plan, you must have elected to enroll yourself in the same health plan.

**Step 1:**

Under each benefit option once you choose a plan to enroll in by clicking the radial button next to your choice, the screen will refresh and give you the option to add dependents. Select **Add a dependent or beneficiary**.

**NOTE:** You can also select the ‘Add/Review Dependents’ button at the bottom of each plan page to get to the following step.
**Step 2:**
Enter the personal information of the new dependent.

Fields marked with an asterisk (*) are required. Social Security Number is required for all dependents. If Social Security number is not available for a dependent, contact Human Resources at 707-826-3626.

**Step 3:**
Enter the Marital Status information related to the type of relationship you have with your dependent.

⚠️ Please note: the information regarding Student, Disabled, and/or Smoker status collected here is confidential and is not sent to plan providers or affect coverage or rates in any way. You can skip these questions if you would like. **If you answer 'YES' to student, disabled, or smoker you will need to enter your hire date for the 'as of' date.**
Step 4:
Enter the address and phone number for the new dependent. This will always be the same address as employee.

Then click Save. When you Return to Dependent/Beneficiary Summary, you will see your new dependent. Repeat steps 1-4 to add additional dependents.

Step 5:
Return to the plan type(s) to which you would like to add your dependent(s). The dependent’s information will appear in your dependent list. Check the Enroll box for each dependent, then click Continue.

Enrolling in a Medical and/or Dental FlexCash Plan

FlexCash is an optional benefit plan that allows eligible employees to waive CSU medical and/or dental insurance in exchange for cash if they have other non-CSU coverage. Employees participating in this program will receive additional taxable income each month up to a maximum of $140. This benefit is offered to all bargaining units. Employees who are covered as dependents of employees of the CSU system are not eligible to participate in the Flex Cash Plan. Employees must enroll during the first 60 days of eligible employment or wait for the next Open Enrollment period, unless a change of status event occurs as defined by the Flex Cash brochure available in Human Resources.

Processing Steps | Screen Shots
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Step 1: If you are eligible for the FlexCash plan and would like to enroll, first select the Waive Coverage radial button under Medical and/or Dental selection to decline health coverage and click Continue.
Step 2:
On the main enrollment selection page, select Medical or Dental Flex Cash then click the **Flex Cash** radial button.

Enter the following:
- **Social Security Number**: this is the social security number of the person who holds the alternate health policy under which you are covered.
- **Insurance Carrier**: the name of the alternate health insurance carrier.
- **Policy Number**: the policy number of the alternate health insurance policy.

When you are done with your selections, click **Continue**. Repeat for Dental or Medical Flex Cash if desired.

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**Enrolling in a Flex Spending Health Care (HCRA) and/or Flex Spending Dependent Care (DCRA) Plan**

Before enrolling in a Health Care Reimbursement Account (HCRA) or Dependent Care Reimbursement Account (DCRA), carefully review the information available at [https://hraps.humboldt.edu/flexible-spending-accounts](https://hraps.humboldt.edu/flexible-spending-accounts).

<table>
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<tr>
<th>Processing Steps</th>
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</thead>
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<td><strong>Step 1:</strong></td>
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<tr>
<td>To enroll in a HCRA or DCRA account, select the <strong>Flex Spending Health Care</strong> or <strong>Flex Spending Dependent Care</strong> radial button. Enter the annual pledge amount you would like deducted. If you would prefer to enter a monthly amount instead, select the <strong>Worksheet</strong> link. When you are done entering your information click <strong>Continue</strong>.</td>
<td><img src="image" alt="Processing Steps Screen Shots" /></td>
</tr>
</tbody>
</table>
Step 2:

You will need to confirm your choices on the next screen and it will provide the dates when the coverage becomes effective and the contribution amount.

If you need to make corrections, choose Edit.

When you are done with your review or changes, click OK.

Finalizing and Submitting New Enrollment Elections

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<td><strong>Step 1:</strong></td>
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<tr>
<td>Once you have made all of your elections on the main enrollment page, review them carefully. If you need to make changes, click the Edit button next to the plan you need to adjust.</td>
<td><img src="image1.png" alt="Screen Shot 1" /></td>
</tr>
<tr>
<td>When you are done with all your selections, click the Submit button at the bottom of the page.</td>
<td><img src="image2.png" alt="Screen Shot 2" /></td>
</tr>
<tr>
<td><strong>Step 2:</strong></td>
<td></td>
</tr>
<tr>
<td>Review the information on this screen carefully before proceeding.</td>
<td><img src="image3.png" alt="Screen Shot 3" /></td>
</tr>
<tr>
<td>Once you have read the Disclosures and Privacy Notice, mark the check box to indicate you have read and understand the notice.</td>
<td><img src="image4.png" alt="Screen Shot 4" /></td>
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</tbody>
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**Step 3:**

Click the **Sign** button to electronically sign and authorize your elections then click **Submit**.

Click **Submit** to send your final choices to the HSU Benefits department.

Be sure that you have completed and submitted the [eBenefits Self-Service Electronic Signature Authorization form](#). If you have questions, contact the Human Resources Office.

You will see a confirmation on the screen that your elections were successfully submitted to the Human Resources office. Click **OK** to close the elections page.

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If **Supporting Documentation** is required (e.g. marriage certificates, birth certificates, proof of non-CSU insurance), submit it to the Human Resources Office within **1 week**. If you do not provide this documentation, your benefits cannot be finalized and your enrollment changes may be cancelled. Contact Human Resources at 707-826-3626 if you have any questions regarding these requirements.

You will receive confirmation from the Human Resources Office once the Open Enrollment period has closed and your selections have been processed and approved.

If you have questions or concerns about your enrollment, please contact Human Resources. You can also view your enrollment summary by logging in to your MyHumboldt Portal, and clicking on the **Benefits** tab on your profile.