Guide to Benefits Enrollment

Whether you are enrolling in benefits due to a job related event such as Hire/Rehire or Annual Enrollment, or if you have experienced a Family Status Change such as marriage or birth and need to enroll dependents, Employee Self Service can walk you through the process.

To enter your benefit elections click on the Benefits tile under Self Service. The Benefits page will open with options for Benefits Summary, Benefits Enrollment and Family Status Change.
• **Benefits Summary** displays your current enrollment in the benefit plans, covered dependents and beneficiary data previously elected within self service. You may update beneficiary data for your life plans under this link.

You may also start, stop, and change 403b contributions on self service under 403(b) Savings Plan Elections. 457b plans are excluded from online entry. Please see the web site for information on changing 457b plans.
*Links to individual plans provide more detail information such as Group Numbers.

- **Benefits Enrollment** takes you directly into the enrollment panels for open events.

**Benefits Enrollment for Emory University**

If you have a current event open for Benefits Enrollment it will be listed below and you may begin enrollment by clicking **Select**. After your initial enrollment, the only time you may change your benefit choices is during Annual Enrollment or a qualified Family Status Change (FSC).

**Once you have selected the event, you must Edit each plan to add or terminate coverage on yourself or your dependents.**

If your enrollment status is closed or if you have other problems entering your elections, please contact the Benefits Department at (404) 727-7613.
If you click on **Family Status Change**, the first page you see is the page to click into Create New Family Status Change, or if you already have and want to make changes within the 31 days go to Benefits Enrollment:

If you are making a change to a Family Status event you or the University created earlier, please access that event through the Benefits Enrollment link below.
In Section 1, click on the type of event that best describes the change in your circumstance. If you have experienced one of the last 5 events, then you are required to provide documentation to the Benefits Department. You cannot create any of these enrollment events on-line.

The Event Date is the actual date the change occurred. For overage dependents, that is their birthday, this year.

Although certain relatives may qualify as your financial dependent (mother/father), they may not meet Emory’s definition of a qualified dependent.

Please click on the action that best describes how you want to change your plans.

Click Accept to continue the process or Cancel to exit without creating an event.

If you make an error, please do not add another event to try and correct. Call the Benefits Department at (404) 727-7613 for assistance.
Please answer the questions below and click Accept to continue to your Benefits Enrollment.

**EUV Benefits Certification**

Please respond to determine if the tobacco surcharge applies to you.

Have you used any tobacco products in the last 60 days?

<table>
<thead>
<tr>
<th>Answer</th>
</tr>
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<tbody>
<tr>
<td>☐ Yes</td>
</tr>
<tr>
<td>☐ No</td>
</tr>
</tbody>
</table>

Has your spouse/partner used any tobacco products in the last 60 days?

<table>
<thead>
<tr>
<th>Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes</td>
</tr>
<tr>
<td>☐ No</td>
</tr>
<tr>
<td>☑ Do not have a spouse/partner</td>
</tr>
</tbody>
</table>

Completing and submitting this form is considered your electronic signature. A false statement on this form would be a violation of Emory's Standards of Conduct policy as falsification of a form.

[Accept] [Reject]
To begin enrollment, click Select

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<table>
<thead>
<tr>
<th>Event Description</th>
<th>Event Date</th>
<th>Event Status</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Status Change</td>
<td>08/31/2017</td>
<td>Open</td>
<td></td>
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</tbody>
</table>