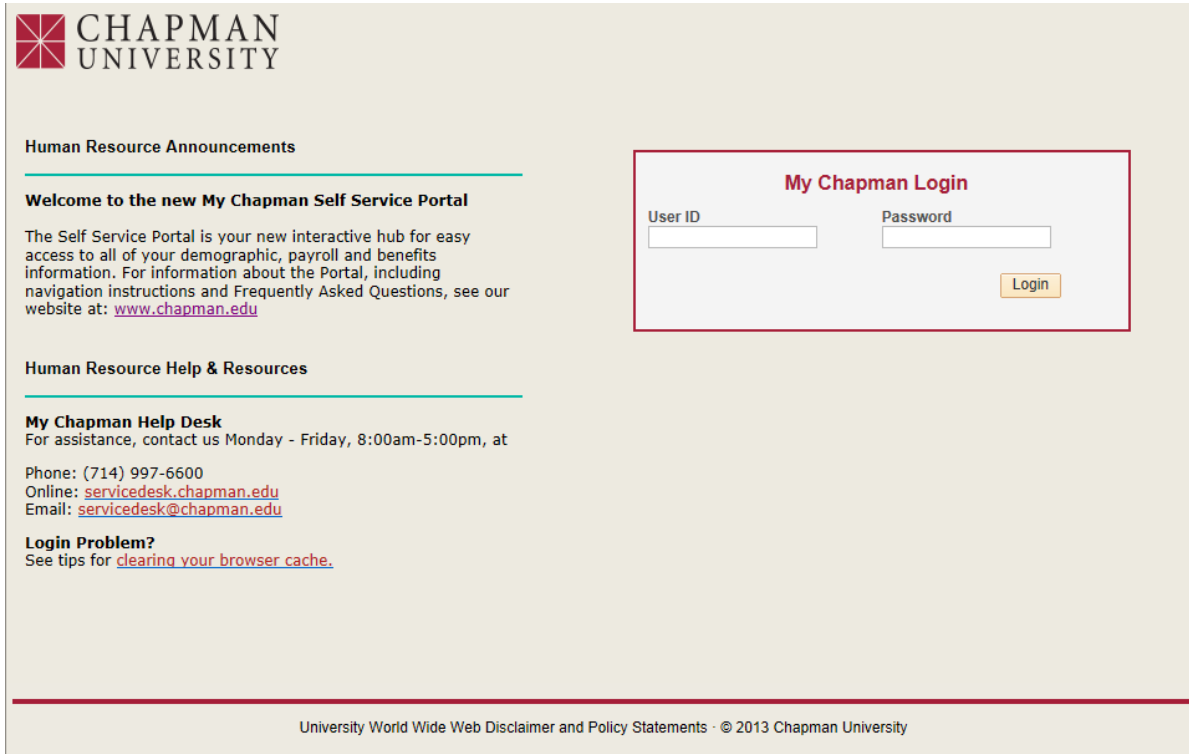


OPEN ENROLLMENT for 2018 Reference Guide

STEP 1 – Log into My.Chapman.edu with your Chapman User ID and Password.



The screenshot shows the "My Chapman Login" section of the portal. It includes a "User ID" input field, a "Password" input field, and a "Login" button. To the left, there is a "Welcome to the new My Chapman Self Service Portal" message and a "Human Resource Help & Resources" section with contact information for the My Chapman Help Desk.

CHAPMAN UNIVERSITY

Human Resource Announcements

Welcome to the new My Chapman Self Service Portal

The Self Service Portal is your new interactive hub for easy access to all of your demographic, payroll and benefits information. For information about the Portal, including navigation instructions and Frequently Asked Questions, see our website at: www.chapman.edu

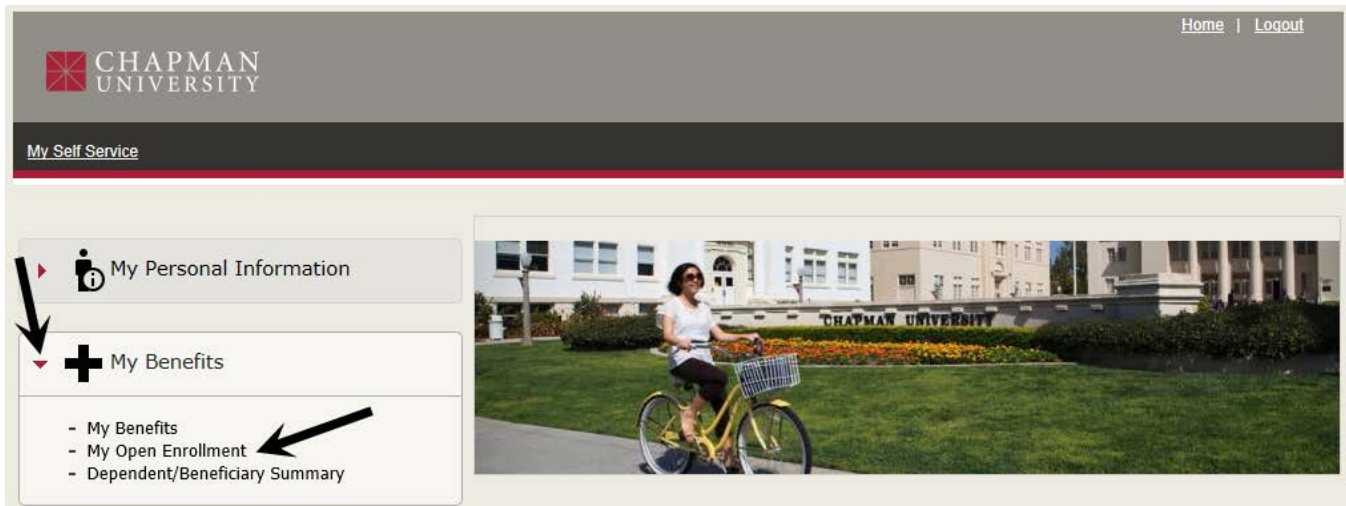
Human Resource Help & Resources

My Chapman Help Desk
For assistance, contact us Monday - Friday, 8:00am-5:00pm, at
Phone: (714) 997-6600
Online: servicedesk.chapman.edu
Email: servicedesk@chapman.edu

Login Problem?
See tips for [clearing your browser cache](#).

University World Wide Web Disclaimer and Policy Statements - © 2013 Chapman University

STEP 2 – Click on the red arrow to open the **My Benefits** box. Click on **My Open Enrollment**.



The screenshot shows the "My Self Service" portal. On the left, there is a navigation menu with "My Personal Information" and "My Benefits". A red arrow points to the "My Benefits" section, which is expanded to show "My Benefits", "My Open Enrollment", and "Dependent/Beneficiary Summary". A black arrow points to "My Open Enrollment". On the right, there is a banner image of a woman riding a yellow bicycle on a campus path.

CHAPMAN UNIVERSITY

[Home](#) | [Logout](#)


My Self Service

- My Personal Information
- My Benefits
 - My Benefits
 - My Open Enrollment
 - Dependent/Beneficiary Summary

STEP 3 – Click the **Select** button to open the benefits menu.

Benefits Enrollment

After your initial enrollment, the only time you may change your benefit choices is during open enrollment or a qualified family status change. The Information icon provides you with additional information about your enrollment. The Select button next to an event means it is currently open for enrollment. Use the **Select** button to begin your enrollment.

Open Benefit Events				
Event Description		Event Date	Event Status	
Open Enrollment		01/01/2018	Open	<div>Select</div>

After you use the Select button, it will take a few seconds for your benefits enrollment information to load.

STEP 4 – Review the messages provided for important reminders.

Benefits Enrollment

Open Enrollment

Open Enrollment is your annual opportunity to modify your benefit choices for the upcoming calendar year.

To continue participating in a Healthcare and/or Dependent Care Flexible Spending Account next year, you must re-enroll in these programs during the Open Enrollment period.


To contribute to a Health Savings Account next year, you can select an amount during the Open Enrollment period.

You will be able to review the cost of each benefit on the Enrollment Summary.

To review or apply for UNUM Critical Illness, Accident Insurance and Whole Life with Long Term Care Rider Voluntary Benefit offerings, call the enrollment line at 1-866-324-6435.

Please contact a Benefits Representative to enroll or change any Supplemental Life and/or Supplemental AD&D plans.

Please make sure to update your Beneficiary information when reviewing your Basic Life and AD&D plans.


 Important: Your enrollment will not be complete until you submit your choices to the Benefits Department.

STEP 5 – The Enrollment Summary section displays your current 2017 plan information. Please note that current plans are the “default” for the 2018 plans if you do not update anything.

Enrollment Summary			
Medical Plans	Before Tax	After Tax	Edit
Current: CIGNASelect HMO-St.Joseph/Hoag:Emp+2or>			
New: CIGNASelect HMO-St.Joseph/Hoag:Emp+2or>	165.00		
Dental Plans	Before Tax	After Tax	Edit
Current: Delta Dental PPO:Emp+2or>			
New: Delta Dental PPO:Emp+2or>	87.06		
Vision Plans	Before Tax	After Tax	Edit
Current: VSP Premier:Emp+2or>			
New: VSP Premier:Emp+2or>	11.12		

TO CHANGE BENEFIT PLANS & DEPENDENT ELECTIONS

STEP 6 - Review the Enrollment Summary data and click the **Edit** button on the plan you wish to change.



Enrollment Summary			
Medical Plans	Before Tax	After Tax	Edit
Current: CIGNASelect HMO-St.Joseph/Hoag:Emp+2or>			
New: CIGNASelect HMO-St.Joseph/Hoag:Emp+2or>	165.00		

You will be presented with a list of all available plans and your costs. NOTE: You can click the link to the Benefits e-Guide for detailed information on each plan.

Benefits Enrollment

Medical Plans
[Benefits e-Guide](#)

All of our medical choices promote wellness as part of their benefits and are available to protect you and your dependents if you become sick or injured. Chapman University offers five options for your Medical Coverage.

i Important! Your current coverage is: CIGNASelect HMO- St.Joseph/Hoag with Employee + 2 or more coverage. You will continue with this coverage if you do not make a choice.

Your enrollment on this page may affect your choices for the following type(s) of coverage:
Health Savings Account

Select an Option

Here Are Your Available Options With Your Costs:

[Overview of all Plans](#)

Make your selection by clicking on the radio button next to the plan.

☒ CIGNASelect HMO-St.Joseph/Hoag

Coverage Level	Your Costs	Tax Class
Employee Only	\$5.00	Before-Tax
Employee + 1 Dependent	\$80.00	Before-Tax
Employee + 2 or more	\$165.00	Before-Tax
Employee+Registered DP	\$80.00	Before and After Tax
Family(With Registered DP)	\$165.00	Before and After Tax

☐ CIGNAHMO

Coverage Level	Your Costs	Tax Class
Employee Only	\$38.00	Before-Tax
Employee + 1 Dependent	\$355.00	Before-Tax
Employee + 2 or more	\$500.00	Before-Tax
Employee+Registered DP	\$355.00	Before and After Tax
Family(With Registered DP)	\$500.00	Before and After Tax

STEP 7 - To update/add/remove dependents scroll to the bottom of the screen to the Enroll Your Dependents section. To add/change dependent information click the **Add/Review Dependents** button. To remove a dependent “uncheck” the Enroll box.

Enroll Your Dependents

The following list displays all individuals who are eligible to be your dependents. Use the Add/Review Dependents button to add a dependent to the list.

You may enroll any of the following individuals for coverage under this plan by checking the **Enroll** box next to the dependent's name.

Dependent Beneficiary		
Enroll	Name	Relationship
<input type="checkbox"/>		

Add/Review Dependents

STEP 8 - After you have made your selection/changes, scroll to the bottom of the page and click the **Update and Continue** button or the **Discard Changes** button.

Update and Continue **Discard Changes**

Select the **Update and Continue** button to store your choice until you are ready to submit your final enrollment on the Enrollment Summary.

Select the **Discard Changes** button to ignore all entries made on this page and return to the Enrollment Summary.

STEP 9 - You will be prompted to confirm your elections. Click the **Update Elections** button to save your changes or **Discard Changes** button to return to the prior screen.

Medical Plans

i Important: Your enrollment will not be complete until you submit your choices to the Benefits Department.

Your Choice

You have chosen CIGNASelect HMO-St.Joseph/Hoag with Employee + 2 or more coverage.

Your Estimated Per-Pay-Period Cost

Your Cost \$165.00

STEP 10 - You will return to the Open Enrollment home page. At this point, you can return to any of the plans and make additional changes by clicking on the **Edit** button next to the plan.

STEP 11 – It is important to update/review your Primary and Contingent Beneficiary(ies) information for the Basic Life and AD&D plans. Click on the **Edit** box.

Basic Life Insurance	Before Tax	After Tax	Edit
Current: Basic Life: Salary X 2			
New: Basic Life: Salary X 2 : \$200,000			
AD & D	Before Tax	After Tax	Edit
Current: EE AD&D: Salary X 2			
New: EE AD&D: Salary X 2 : \$200,000			

The detail window appears. Click the **Add/Review Beneficiaries** button to make changes and then click the **Update and Continue** button or the **Discard Changes** button.

Basic Life Insurance

Benefits e-Guide

Chapman University provides eligible employees with Basic Life Insurance through Cigna and pays the full cost of this benefit. The Basic Life Insurance benefit is 2X Annual Base Salary up to \$800,000.



Important! Your current coverage is: Employee Basic Life: Salary X 2 . You will continue with this coverage if you do not make a choice.

Notes

This coverage is provided at no cost to you.
Coverage in this plan is automatic. However you will need to designate your beneficiaries.

Option Style 4 (Automatic)



Employee Basic Life (\$200,000)

You are automatically enrolled in the Employee Basic Life (\$200,000) plan.

Designate Your Beneficiaries

The following list displays all individuals who are eligible to be your beneficiaries. If an individual is missing from this list, use the Add/Review Beneficiaries button to Add a Beneficiary.

Add/Review Beneficiaries

You may designate the following individuals as Primary or Contingent beneficiaries by allocating a percentage. Contingent beneficiaries receive benefits only if all Primary beneficiaries are deceased.

All percents for Primary beneficiaries must total 100. All percents for Contingent beneficiaries (if any) must also total 100.

Enter Primary Allocations as Percent

Enter Contingent Allocations as Percent

Allocation Details

Name	Relationship	Current Primary Percent	Current Contingent Percent	New Primary Allocation	New Contingent Allocation
	Friend	100		100	
		Total		100	0

Update and Continue

Discard Changes

STEP 12 - If you participated OR wish to participate in a Flexible Spending Account (either Health Care or Dependent Care) you **MUST** make an election every year – it does **NOT** roll over. Click on the **Edit** button(s) to open the window.

Flex Spending - Health Care	Before Tax	After Tax	Edit
Current: FSA Health Care: \$2,600.00			
New: Waive		0.00	

Flex Spending - Dependent Care	Before Tax	After Tax	Edit
Current: No Coverage			
New: No Coverage			

Once you click on the FSA radio button you will need to enter an Annual Pledge amount. The Worksheet will assist you in determining the amount that will be deducted from your paychecks. After you enter the amount, click the **Update and Continue** button or the **Discard Changes** button.

Flex Spending - Health Care

[Benefits e-Guide](#)

The Flexible Spending Account - Healthcare (FSA) allows you to use pre-tax dollars to pay for expenses that are not 100 percent covered through group health care plans.



Important! Your current coverage is : FSA Health Care with an annual pledge of \$2,600.00.
You will have no coverage with this plan if you do not make a choice.

Your annual pledge must not exceed \$2,650.00, which is the maximum amount allowed for this account for the calendar year. You must not exceed \$7,650.00 when you add up your annual pledge amounts for **ALL** Flexible Spending Accounts.

Select an Option

☐ No, I do not want to enroll

☒ FSA Health Care

This plan requires that you specify an annual pledge amount.

Annual Pledge

[Worksheet](#)

Select the **Worksheet** button to help calculate your annual pledge for this plan year.

[Update and Continue](#)

[Discard Changes](#)

Select the **Update and Continue** button to store your choice until you are ready to submit your final enrollment on the Enrollment Summary.

Select the **Discard Changes** button to ignore all entries made on this page and return to the Enrollment Summary.

STEP 13 – After making changes/updates, scroll to the bottom of the Open Enrollment screen and review your Election Summary to review the updated costs of your plans. **Remember these costs are per pay period.**

This table summarizes estimated costs for your new benefit choices. (The "Employer" column displays the amount Chapman University is contributing to subsidize the cost of your benefits.)

Election Summary

Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax	Employer
Costs	57.30	57.30	0.00	721.46
Your Costs	57.30	57.30	0.00	

These costs do not include certain choices that are based on variable earnings.
The Company's contributions towards your benefits may impact the taxes on your paycheck.

Save and Continue

If you did NOT or do NOT want to make any changes to your plans – you can scroll to the bottom of the Open Enrollment page and review the Election Summary. Click the **I Have No Changes** button.

This table summarizes estimated costs for your new benefit choices. (The "Employer" column displays the amount Chapman University is contributing to subsidize the cost of your benefits.)

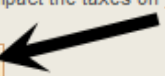
Election Summary

Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax	Employer
Costs	163.86	163.86	0.00	911.22
Your Costs	163.86	163.86	0.00	

These costs do not include certain choices that are based on variable earnings.
The Company's contributions towards your benefits may impact the taxes on your paycheck.

Save and Continue

I Have No Changes



STEP 14 - it is recommended that you print a copy of your elections before you submit your selections. The Open Enrollment page has opened in a new window. You will need to use your browser print feature to print this page. **RIGHT CLICK** in the Open Enrollment window and select **Print** from the pop-up window. The print menu will appear. Select your printer, leave the Page Range as All and click Print.

TO FINALIZE YOUR BENEFIT PLANS & DEPENDENT ELECTIONS

STEP 15 – After you click either **Save and Continue** (if you have made changes) OR **I Have Made No Changes**, you will be presented with an option to submit your benefits or opt to cancel and return to the Open Enrollment home page. By clicking on the **Submit** button you are finalizing your 2018 benefit elections. You can click the **Cancel** button if you are not ready to finalize your selections. You can continue to make changes until the end of Open Enrollment.

Benefits Enrollment

Submit Benefit Choices

You have almost completed your enrollment. If you have no further changes, select the **Submit** button at the bottom of this page to finalize your benefit choices.

Select the **Cancel** button if you are not ready to submit your choices and wish to return to the Enrollment Summary.

Once your enrollment has closed, you will not be able to make any further benefit changes until the next Open Enrollment period or unless you have a qualified family status change.

Authorize Elections

By submitting your benefit choices you are authorizing the company to take deductions from your paycheck to pay for your benefit costs. You are also authorizing the Benefits Department to send necessary personal information to your selected providers to initiate and support your coverage.

Select the **Submit** button to send your final choices to the Benefits Department.


Select the **Cancel** button if you are not ready to submit your choices and wish to return to the Enrollment Summary.

You will receive confirmation that your elections have been submitted. Click the **OK** button to return to the Open Enrollment page.

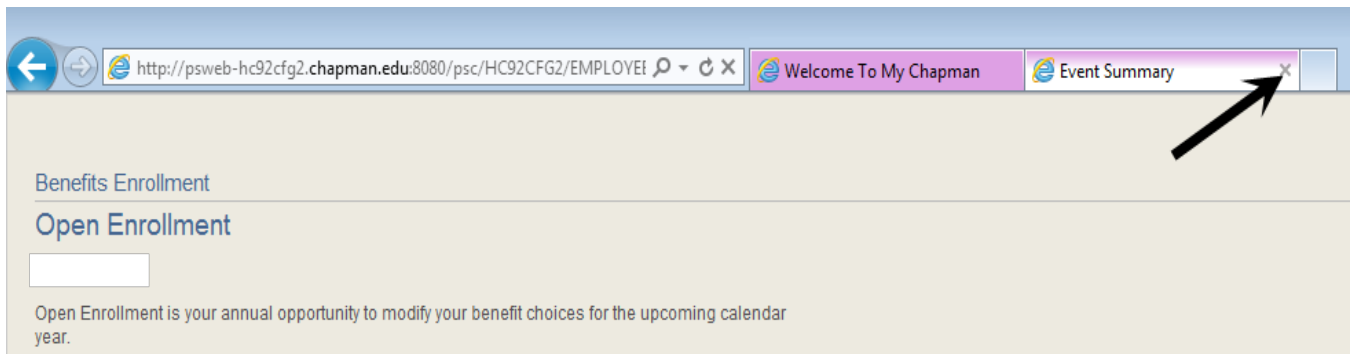
Benefits Enrollment

Submit Confirmation

Your benefit choices have been successfully submitted to the Benefits Department. To return to the Benefits Enrollment page, use the **OK** button.



STEP 16 - Close the Open Enrollment window by clicking on the X to the right of the Event Summary window in your browser.



STEP 17 - You are back to the My Chapman home page. Click the Logout link to exit My Chapman.

