



# Did You Know?

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2019 OPEN ENROLLMENT – COMPLETING YOUR ENROLLMENT

## Special Enrollment

You are now eligible to make changes to your benefits. Be sure to add any eligible dependents in the Family Information section prior to beginning your enrollment.



### Medical

\$92.00

Your Cost per pay period

PLAN [Medical HSA 3000](#) / [BCBS](#) / [View plan details](#)

COVERAGE [Employee](#)

Test OE19 FT Benefit Eligible EE	Employee	<input checked="" type="checkbox"/>	Cover
Test Spouse FT Benefit Eligible EE	Spouse	<input type="checkbox"/>	Waive
Test Child FT Benefit Eligible EE	Child	<input type="checkbox"/>	Waive

Completed

[I don't want this benefit \(waive\)](#)

[View Plan Options](#)

- 1 Your Info
- 2 Your Benefits
- 3 Enroll
- 4 Complete

Your Cost per pay period **\$325.83**

Finished selecting benefits? Click the button below to continue.

[Continue](#)

Once you have completed the selection of all your desired Benefits, click on Continue

## Special Enrollment

"Beneficiary" represents the person or persons designated in writing and in accordance with the terms of the plan to receive any benefits due after death of the employee/retiree. "Secondary Beneficiaries" represents the person or persons named to receive benefits if the Primary Beneficiary is not alive. Please review the options below and make changes as needed.

### Basic Employee Life

#### Please choose your beneficiaries

##### Primary Beneficiaries (required)

Name	Percentage
My Estate (Employee)	<input type="text"/> %
Test Spouse FT Benefit Eligible EE (Spouse)	<input type="text"/> %
Test Child FT Benefit Eligible EE (Child)	<input type="text"/> %

**Total: 0%** (must equal 100%)

[+ Add New Beneficiary](#)

##### ▼ Add Secondary Beneficiaries (optional)

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

### Voluntary Employee Life

- 1 Your Info
- 2 Your Benefits
- 3 Enroll
  - Beneficiaries
  - Review and Confirm
- 4 Complete

Your Cost per pay period **\$325.83**

[Continue](#)

- Next, you will be asked to determine the percentage of inheritance for your beneficiaries for any Life insurance plans.
  - The total must equal 100%
- Once you've completed that, click on Continue
  - **Please note that, after clicking Continue, the system is compiling all of your choices and may take a few seconds to load.**

## Review and Confirm



### Please Review All of Your Selections

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

\*Indicates changed benefits

Your Total Cost **\$325.83**  
Per Pay Period



Medical\*

Your cost per pay period **\$92.00**

- 1 Your Info
- 2 Your Benefits
- 3 Enroll
  - Beneficiaries
  - Review and Confirm
- 4 Complete

Complete Enrollment

### Once You've Reviewed All Your Selections:

#### Participation

I understand that the choices I've made are in effect for one full benefit plan year and cannot be changed until the next enrollment period unless I have a qualified status change. If I do have a qualified family status change, I have 30 days from the date of the life event to make changes to my benefit plans, and that I may be required to furnish proof of the event and/or be asked to furnish evidence of insurability for my eligible dependents or myself. Finally, I authorize payroll deductions, if required, for my contributions in the cost of the coverage I have selected.

I agree, and I'm finished with my enrollment.

You must check "I agree" to save changes

- Once the page loads, you will be prompted to Review all of your selections to ensure that the correct plans have been selected and that the correct Dependents will be covered by that plan.
- Once you've confirmed all of that, scroll to the bottom and click on the "I agree, and I'm finished with my enrollment" check box



My Benefits ▾

My Profile

Library ▾



## Your enrollment is complete!



You may make changes to your elections until: **November 30, 2018**  
**29,**

You have completed your enrollment. Click the picture of a printer to create a printer friendly copy of your Confirmation Statement for your records or email yourself a copy of the Statement. If you would like to make changes to your enrollment, you are able to do so from returning to your home page. From your home page, while you are still within your enrollment window, you can click on the Enrollment Complete button to make any changes needed before your window closes.

### Your Confirmation Statement is ready

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

 VIEW

 EMAIL

 PRINT

Once you've completed your enrollment, the system will tell you that you can make changes up to and including the day of November 29, 2018, as well as offer you the option to View, Email, or Print your Confirmation Statement.

**You will not be able to make modifications to your enrollment on or after November 30, 2018**

If you have any questions or concerns, please feel free to contact either Margarita Hays or Brenna Toland using the contact information below:



**Margarita Hays, *HR Manager***

- (616)974-9284
- mhays@vandykmortgage.com



**Brenna Toland, *HR Generalist***

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- btoland@vandykmortgage.com

**We are here to help!**