How to Enroll in Benefits as a New Hire, or a Newly Eligible employee

1. Log onto the Portal at https://portal.adp.com and go to Benefits > Welcome
   a. On the Portal Welcome page you will find news and benefit information.
   b. Next click on Benefits > Health & Welfare.

2. On the Home page of the HWSE you will see that the New Hire ‘Event’ is open. Before you begin the enrollment process, please visit the CCSNH Benefits page to learn about your benefit options and make your enrollment decisions. Please note that your enrollment window stays open until the date specified on the Home page; you can make changes up until that date.

3. Click to start the enrollment process.
4. Dependents: Next, if you have dependents that you would like to have covered in CCSNH benefits, you will add them here; click the icon. If not, please just click and proceed to Step 5.

   a. Complete the fields as shown (a red asterisk denotes a required field). If you are adding a Dependent under the age of 2, the SSN will not be required.

   b. At the bottom of the Add Dependents form, you may select Add Another. If you are finished, press.
c. When you press done on the previous screen, you will come to the following page. If you need to add more dependents, click . If you need to edit a dependent record, click on the name. If you would like the SSN fields to be momentarily revealed, click on the Reveal link.

d. Press to continue.

Note: Adding dependents in this step does NOT automatically cover them in your benefit plans. You must choose dependent(s) to cover in each plan, separately, as you enroll in benefits.
5. Next, you come to the Medical Plan page. At this step, please review your Eligibility Summary. This shows you all the benefits for which you are eligible, with descriptions and cost information.

6. Make a plan choice: The default option is ‘Waived Coverage’ – please click on the button next to the plan name to choose this plan.

7. Coverage information: You are automatically covered in the plan you chose. Place a checkmark next to each Dependent you would like to cover in this plan.

8. Click to continue.
    a. Note: if you enroll in Medical, the next screen will skip over 3 plans and bring you directly to the Dental Plan. To learn more about these 3 plans, please review the Eligibility Summary or visit the CCSNH Benefit intranet site for more information.
       i. The Pharmacy and HRA plans are two company-paid benefit plans that are automatically included when you enroll in Medical.
       ii. The Medical Buy Out Plan is only offered if you elect Waive Coverage for the Medical Plan.

Next, you will be brought to the Medical Buy-Out Plan or the Dental Plan page. In either case, the following steps are the same.
9. Make a plan choice: The default option is ‘Waived Coverage’ – please click on the button next to the plan name to choose this plan.

10. Coverage information: You are automatically covered in the plan you chose. Place a checkmark next to each Dependent you would like to cover in this plan.

11. Click to continue.

12. The next page is the Company-paid Employee Basic Life and AD&D Plan. There is no ‘election’ activity for you on this page; just review the information, your coverage, and click Next.

Next, you will come to a Beneficiary Designation page which is associated with the Employee Basic Life and AD&D Plan.
The Beneficiary Designation step is optional as you will be required to complete the Standard Life Insurance Enrollment and Change form, and name your life plan beneficiaries on this form.

To begin, click on the icon.

In the next window, click the drop-down field and you will see your dependents (if any) listed. You may choose a dependent, or select ‘Beneficiary not listed? Add one’.

For this beneficiary please enter the percent and select Primary or Contingent.
To add another Beneficiary, press the green icon and repeat the above step. You will not be able to save this page if you have not named someone as a Primary beneficiary, or, if your total percentages for beneficiaries do not total 100%. Press when you are finished.

13. The Employee Voluntary Life and AD&D plan page is next. Make a plan choice: The default option is ‘Waived Coverage’ – please click on the button next to the plan option to choose this plan.
   a. Note – you can view your cost amounts in either Biweekly, Monthly or Annual amounts.
14. Click .

Next, you will come to a Beneficiary Designation page which is associated with the Employee Voluntary Life and AD&D Plan. The Beneficiary Designation steps for this plan are exactly the same as the Beneficiary Designation steps for the Employee Basic Life and AD&D Plan.
15. The Spouse Voluntary Life ($10k) plan page is next. Make a plan choice: The default option is ‘Waived Coverage’ – please click on the button next to the plan option to choose this plan.  
   a.  Note – CCSNH offers 2 Voluntary Spouse Life Plans – if you select this plan you will not be able to view or enroll in the other Voluntary Spouse Life plan which includes AD&D coverage, and higher coverage options.

16. Click Next.

Note: The employee is automatically designated as the Beneficiary for Spouse and Child life plans, so there are no Beneficiary Designation steps in HWSE for these plans.
17. The Spouse Voluntary Life and AD&D plan page is next. Make a plan choice: The default option is ‘Waived Coverage’ – please click on the button next to the plan option to choose this plan.

18. Click Next.

Note: The employee is automatically designated as the Beneficiary for Spouse and Child life plans, so there are no Beneficiary Designation steps in HWSE for these plans.

19. The Child Voluntary Life plan page is next. Make a plan choice: The default option is ‘Waived Coverage’ – please click on the button next to the plan option to choose this plan.

20. Click Next.

Note: The employee is automatically designated as the Beneficiary for Spouse and Child life plans, so there are no Beneficiary Designation steps in HWSE for these plans.
21. The next page is the Company-paid Employee Long Term Disability Plan. There is no ‘election’ activity for you on this page; just review the information, your coverage, and click Next.

![Long Term Disability Image]

22. The FSA – Medical Reimbursement plan page is next. Make a plan choice: The default option is ‘Not Contributing’ – please click on the button next to the plan option to choose this plan. Enter the Annual Amount.

23. Click the Calculate Cost button. The biweekly amount that is displayed takes into consideration the number of pay periods remaining in the Plan Year.

24. Click Next.

![Flex: Medical Reimbursement Image]

Note: Enrollment in the FSA plan automatically generates enrollment in the Employee-Paid Admin Fee plan ($3.50 / month).
25. The FSA – Dependent Care Reimbursement plan page is next. Make a plan choice: The default option is ‘Not Contributing’ – please click on the button next to the plan option to choose this plan. Enter the Annual Amount.

26. Click the \textit{Calculate Cost} button. The biweekly amount that is displayed takes into consideration the number of pay periods remaining in the Plan Year.

27. Click \textit{Next}.

Note: Enrollment in the FSA plan automatically generates enrollment in the Employee-Paid Admin Fee plan ($3.50 / month).
The **Summary Page** is next. Here, you review your enrollment decisions, retrieve any necessary forms, make any final changes.

28. Click Confirm Elections. You may also choose ‘Save & Return Later’.

Certification Statement

Certification Statement: By submitting the changes you have requested, you are certifying that the information you have provided in support of your requested change in election is true, accurate, and complete and you are providing the information intending that it will be relied upon by the Plan Administrator for purposes of effecting changes in your coverage elections under the Plan. Falsification of any of the information provided to the Plan Administrator may result in your termination from coverage under the Plan, or termination of the coverage of your spouse and/or dependents. In addition, the Plan reserves the right to demand reimbursement for benefits paid to you or anyone receiving benefits through you based on falsified claims.

Please note: In connection with documents that are part of the Plan records (such as this form), it is a criminal violation of federal law to make any false statements or representation of fact, knowing it to be false, or to knowingly conceal, cover up, or fail to disclose any fact the disclosure of which is necessary to administer the Plan in accordance with its terms. In addition to a requirement to restore benefits that are obtained falsely, federal law imposes fines (of not more than $10,000) and/or imprisonment (not more than five years).

I understand that I must provide necessary documentation to the CCSNH Benefits Administrator, as specified on the Enrollment Summary Page and on the Election Confirmation Page, before my new elections become effective.

30. Select an email notification option

31. Click Submit
On the next page you will see in the blue bar that your enrollment is being processed.

A green bar (with your Confirmation number) will appear when your enrollment has been successful.
What’s Next?

- Make sure you understand what additional forms might be necessary based on your plan elections, locate them in the Document Library, print complete and sign them, and turn them into your College or System Office Human Resources Representative.

- Return to the Home Page to see confirmations of your enrollment. In the ‘Open Events’ window, notice that the Status says ‘Confirmed’.

- You may also view your Confirmation Statement in the Benefits Overview window on the Home Page. The window will display an overview of the Event chosen in the drop-down. Click the Link ‘View Confirmation’ to see a detailed report.

Please contact your College or System Office Human Resources Representative if you need help navigating the HWSE, or have any questions.