Connect

Me   Sales   Tools   Others

QUICK ACTIONS   APPS

Personal Details

Document Records

Identification Info

Contact Info

Family and Emergency Contacts

My Organization Chart

My Public Info

Change Photo

Directory   Onboarding   Checklist Tasks   Pay

Time and Absences   Career and Performance   Personal Information   Learning

What to Learn   Benefits   Current Jobs   Wellness

1. Select **Me** to display your employee functions

2. Click **Benefits**

Connect

3. To initiate your benefit selections as a new employee or for open enrollment, click **Start Enrollment**

RS

Rickon Stark

Review your benefits package and relevant info before you enroll.

Start Enrollment

Pending Actions

Address your open items to complete enrollment
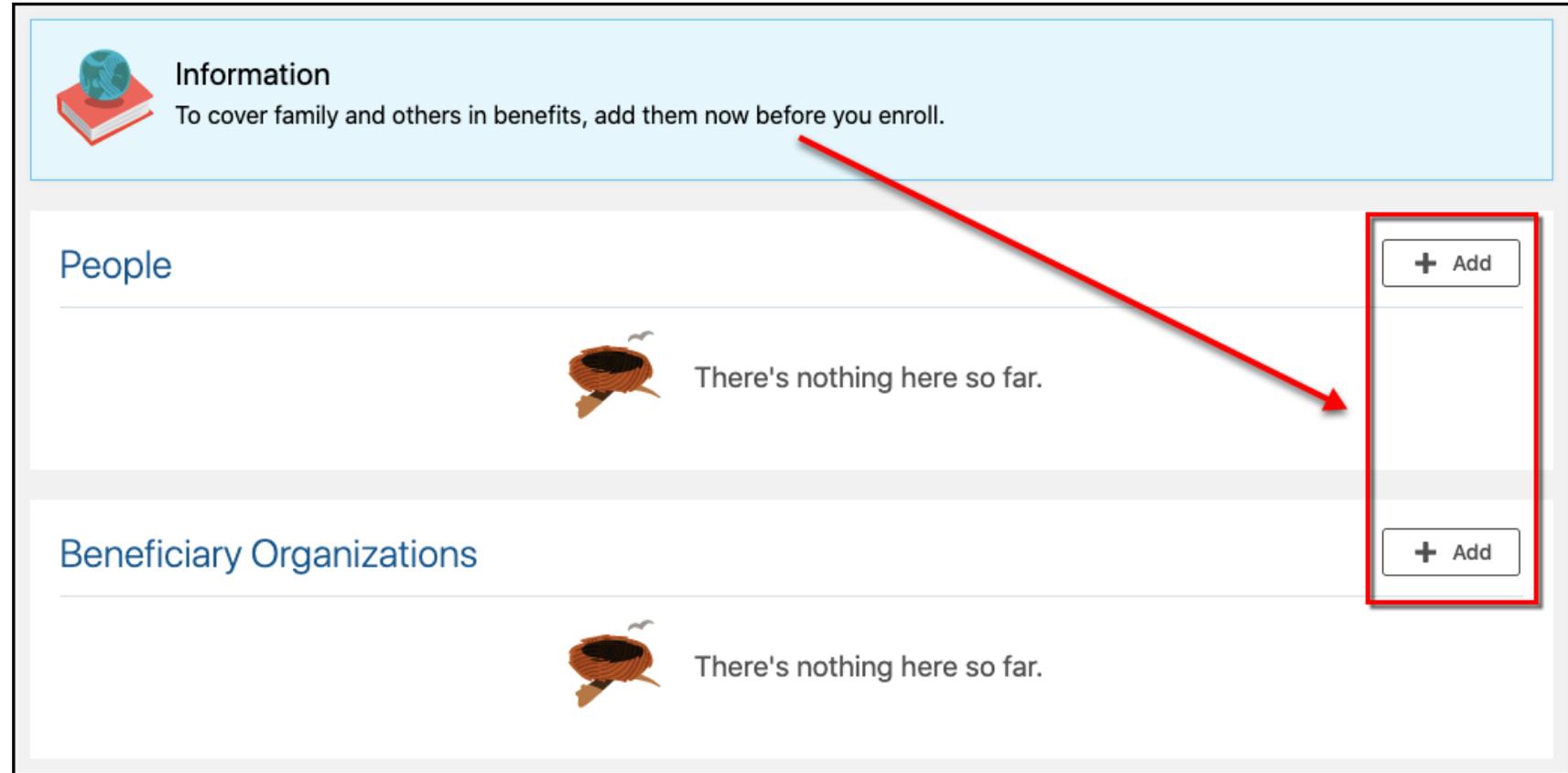
Your Benefits

See your current, past, and future enrollments

Report a Life Event

Record a life event for enrollment opportunities

Connect

4. Before making your selections, click **Add** to enter your dependents and/or beneficiaries or a beneficiary organization

Information
To cover family and others in benefits, add them now before you enroll.

People   + Add

There's nothing here so far.

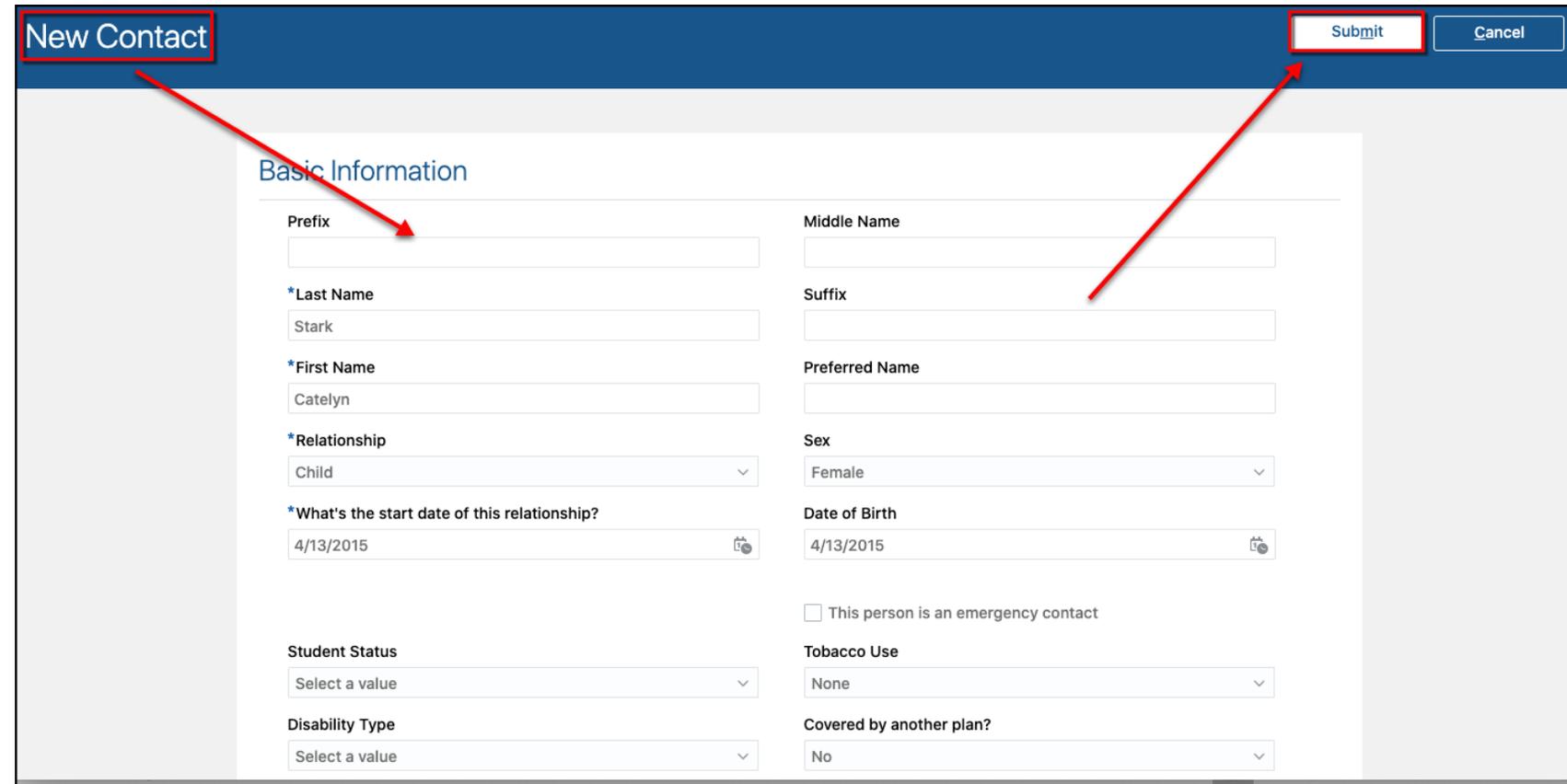Beneficiary Organizations   + Add

There's nothing here so far.

5. To add a person, enter the person's information

Note: Required fields are indicated with a blue asterisk

6. Be sure to enter details for all sections on the page

7. When finished, click **Submit**

Connect

8. If applicable, click **Add** again to enter additional people to cover

9. When finished, click **Continue**

People to Cover

Continue   Cancel

Information
To cover family and others in benefits, add them now before you enroll.

People   ＋ Add

Catelyn Stark
Child

Beneficiary Organizations   ＋ Add

There's nothing here so far.

Connect

10. Read the **Authorization** statement and click **Accept** to continue

Note: Each benefit plan that you are eligible for will be displayed on the **Benefits Program** page

Note: Even if the plans change or are different than what you see in this job aid, the steps to complete the enrollment remain the same

Note: Connect automatically enrolls employees into certain plans such as MERS, Short-Term Disability, and Long-Term Disability

Note: Even if you see the Edit button for these plans, you are not able to enter any selections
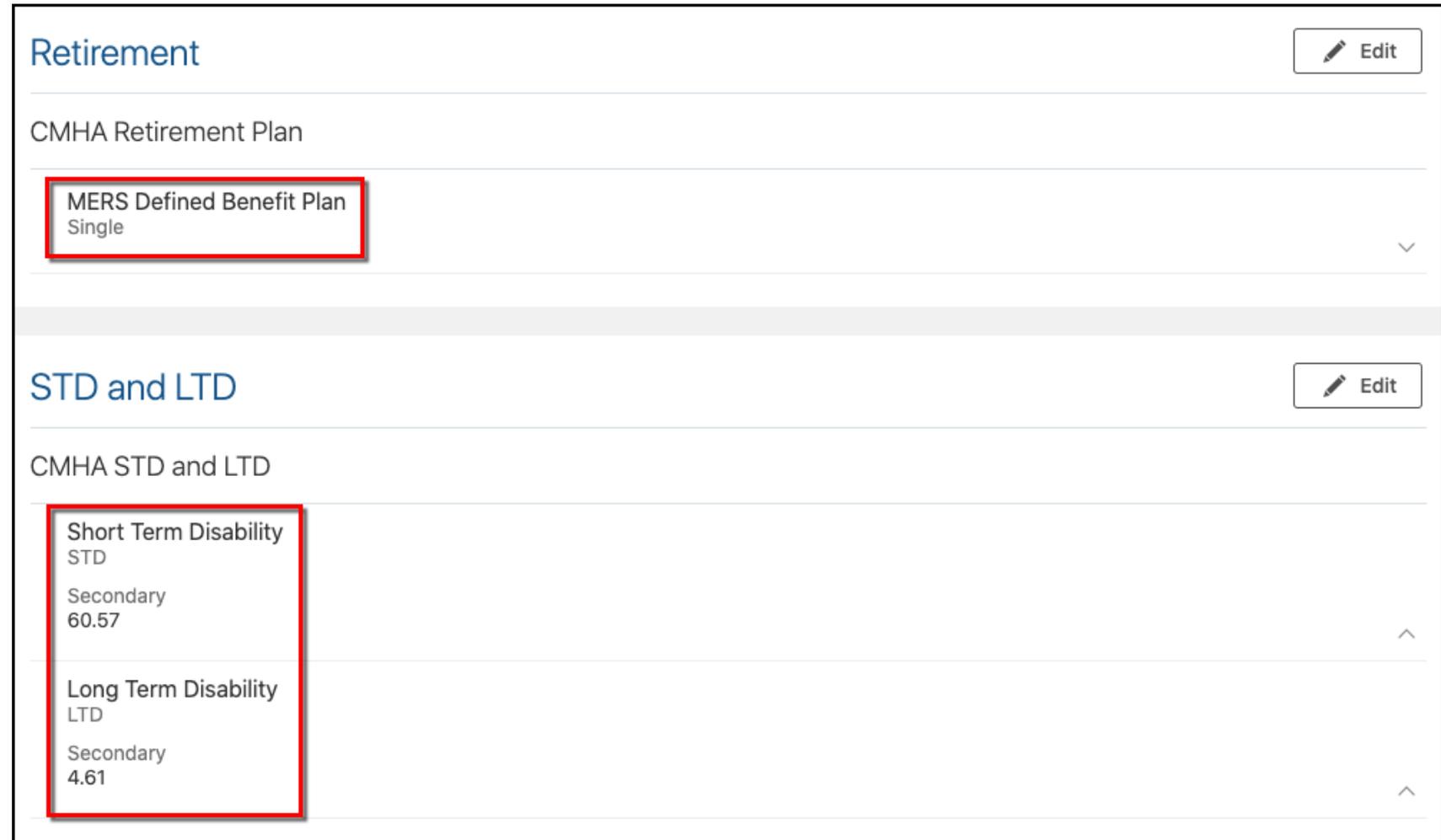
Retirement — Edit

CMHA Retirement Plan

MERS Defined Benefit Plan
Single

STD and LTD — Edit

CMHA STD and LTD

Short Term Disability
STD

Secondary
60.57

Long Term Disability
LTD

Secondary
4.61

11. Click **Edit** to enter the details for each of the plans that require a selection

Medical

Edit

CMHA Medical

There's nothing here so far.

HRA Factor

Edit

CMHA HRA Factor

There's nothing here so far.

Dental

Edit

CMHA Dental

12. Make your **selection** or waive coverage for each plan option

Note: When selecting Double or Family, Connect will require you to enter your dependents or beneficiaries for the selected offerings

13. When finished, click **Continue**

Note: As you make your selections, Connect will display the employer and employee cost for each option as well as the total cost to you per pay period

Currency in USD

Your Total Cost

220.75
Per Pay Period

Medical   ✎ Edit

CMHA Medical

BCBSM HRA 1B 250/500
Single   12.31

HRA Factor   ✎ Edit

CMHA HRA Factor

HRA Factor 1B
Single

Connect

CMHA Benefits Program — Submit | Cancel

Currency in USD

Your Total Cost — 220.75
Per Pay Period

Medical — Edit

CMHA Medical

BCBSM HRA 1B 250/500
Single — 12.31

14. After all selections have been made, click **Submit**

Note: A notification appears indicating your benefit selections were saved.

15. If desired, click **Print** to print or save an electronic copy of your enrollment selections

Confirmation — Print
CMHA Benefits Program

Confirmation
Your benefit elections were saved.
You can make changes until 11:59 PM EST, 11/26/2020.

Currency in USD

Your Total Cost Each Pay Period — 220.75

Note: Returning to the main Benefits page, notice the employee in this example has 8 days remaining in the open enrollment period to make changes

16. If time permits and you need to make changes after your selections were submitted, click **Make Changes**
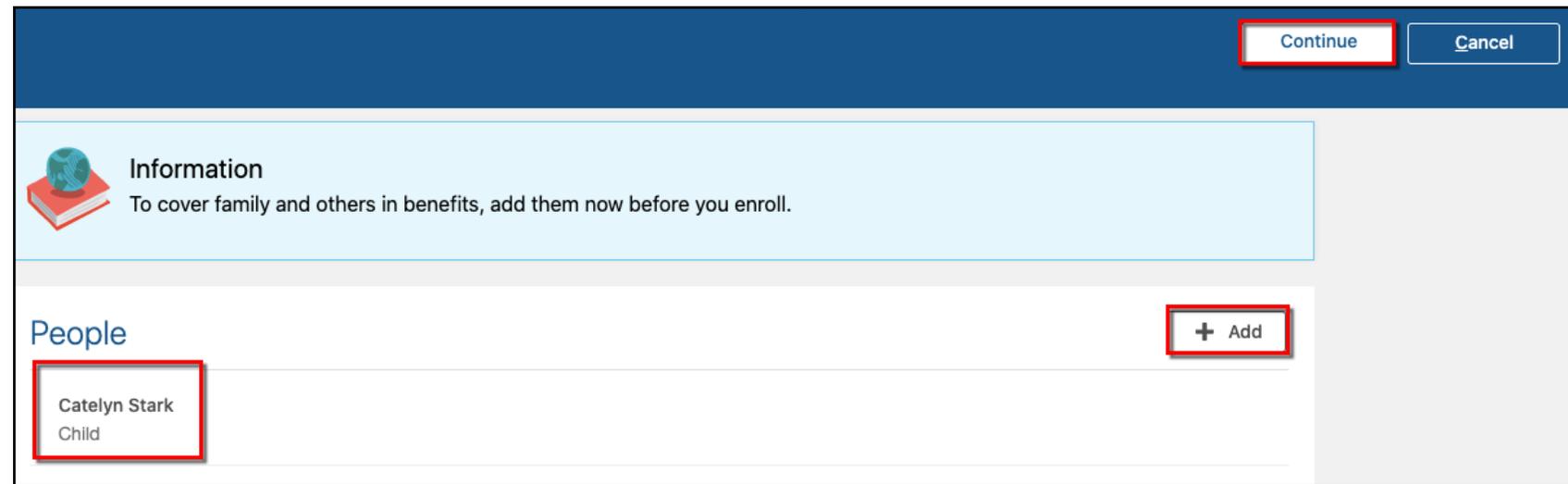
Note: You will return to the same open enrollment page where you started

Following the previous steps, make any necessary updates

17. Begin by verifying/updating your People to Cover

18. When finished, click **Continue**

19. Click **Edit** to make any other updates

20. When finished, click **Submit**

Note: After you submit your selections, be sure to check your **Pending Actions**

Note: Pending Actions will indicate if you need to provide any supporting documents that are required to finalize your enrollment

21. Click **Pending Actions**

RS

Rickon Stark

Review your benefits package and relevant info before you enroll.

Make Changes

Pending Actions

Address your open items to complete enrollment

Your Benefits
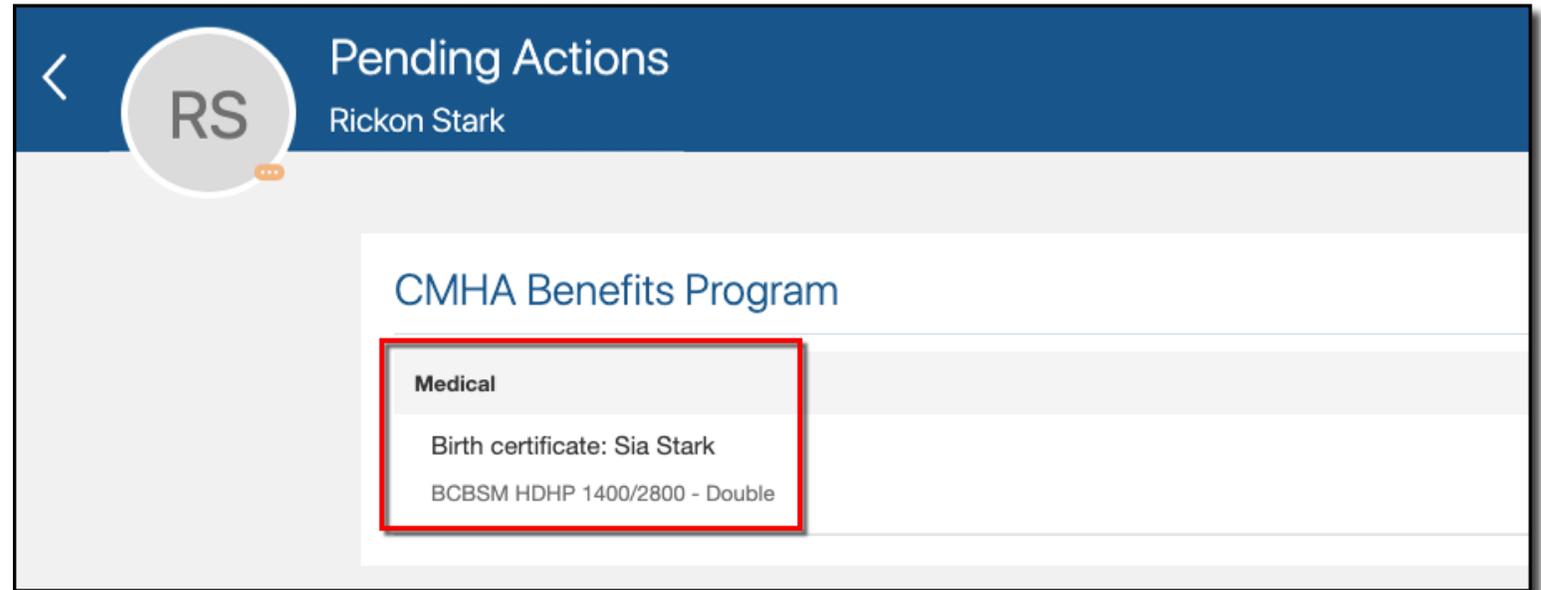
See your current, past, and future enrollments

Report a Life Event

Record a life event for enrollment opportunities
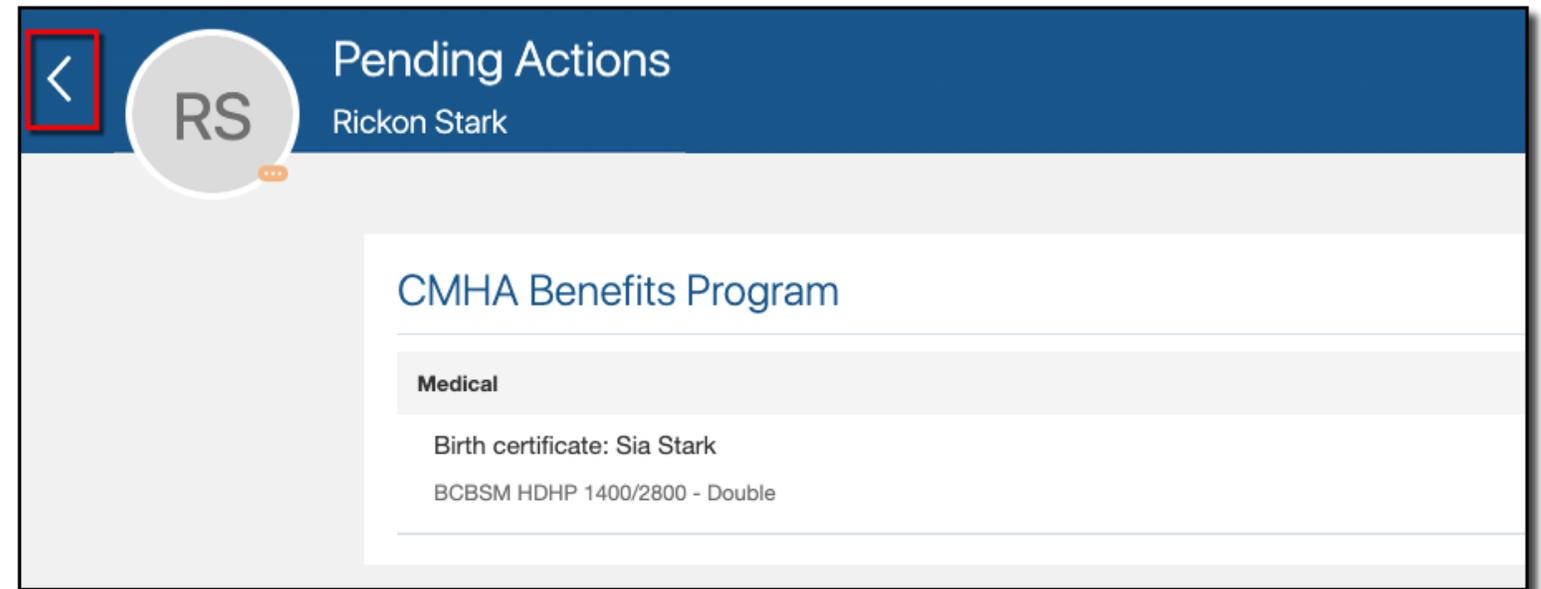
People to Cover

Add family and others before you enroll

Primary Care Physicians

Provide physician details for yourself and others

Document Records

Upload documents to support your enrollments

Note: In this example, the employee needs to upload a Birth Certificate for Sia Stark

22. Click the **back arrow** to return to your **Benefits** page

23. Click **Document Records**

24. Click **Add**

Document Records

Rickon Stark

Document Records

+ Add

Search by type, name, or numl 🔍   Show Filters | Exclude   Payroll ✕   Expired ✕

Sort By   Last Updated - Descendi ⌄

Nothing matches your search. Try again.

25. Enter all the necessary **document details**

26. Drag or upload the required **attachment**

27. Click **Submit**

Note: The uploaded document is displayed

28. Click the **back arrow** to return to the **Benefits** page

29. Click **Pending Actions**

Note: The action will remain pending until Benefits receives the documentation and marks the action as complete

End of Procedure

CMHA Benefits Program

Medical

Birth certificate: Sia Stark

BCBSM HDHP 1400/2800 - Double