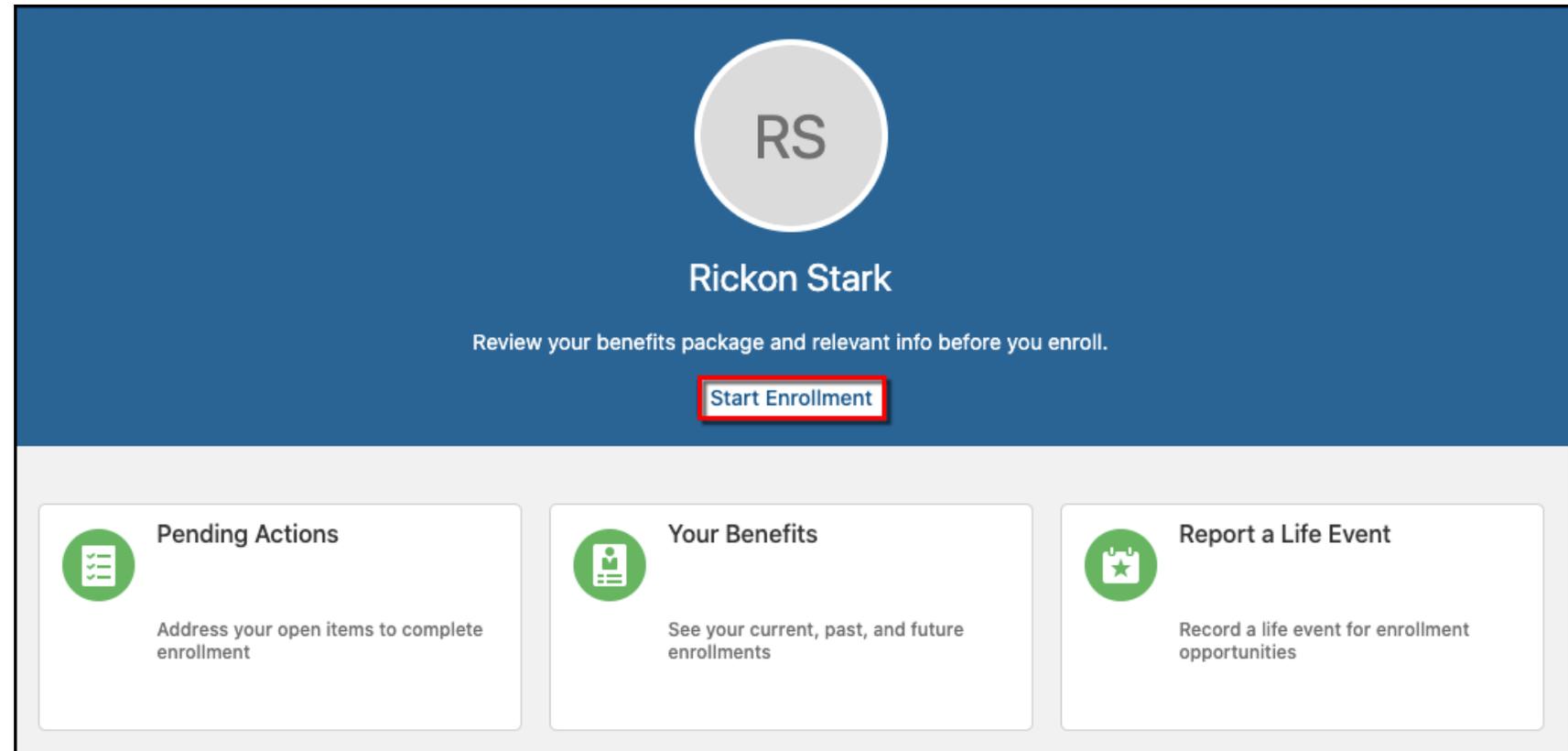


1. Select **Me** to display your employee functions
2. Click **Benefits**

The screenshot displays the ESS system interface. At the top, there is a navigation bar with the following tabs: **Me**, Sales, Tools, and Others. The **Me** tab is highlighted with a red box. Below the navigation bar, the interface is divided into two main sections: **QUICK ACTIONS** and **APPS**. The **QUICK ACTIONS** section contains a vertical list of links: Personal Details, Document Records, Identification Info, Contact Info, Family and Emergency Contacts, My Organization Chart, My Public Info, and Change Photo. The **APPS** section contains a grid of icons for various functions: Directory, Onboarding, Checklist Tasks, Pay, Time and Absences, Career and Performance, Personal Information, Learning, What to Learn, **Benefits** (highlighted with a red box), Current Jobs, and Wellness. A red arrow points from the **Me** tab to the **Benefits** app icon.

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

The screenshot shows a user interface for an employee named Rickon Stark. At the top, there is a dark blue header with a circular profile picture placeholder containing the initials 'RS'. Below the name 'Rickon Stark', a message reads 'Review your benefits package and relevant info before you enroll.' A red-bordered button labeled 'Start Enrollment' is prominently displayed. The main content area is light gray and contains three white cards: 'Pending Actions' (with a checklist icon), 'Your Benefits' (with a person and document icon), and 'Report a Life Event' (with a calendar icon).

Pending Actions

Address your open items to complete enrollment



Your Benefits

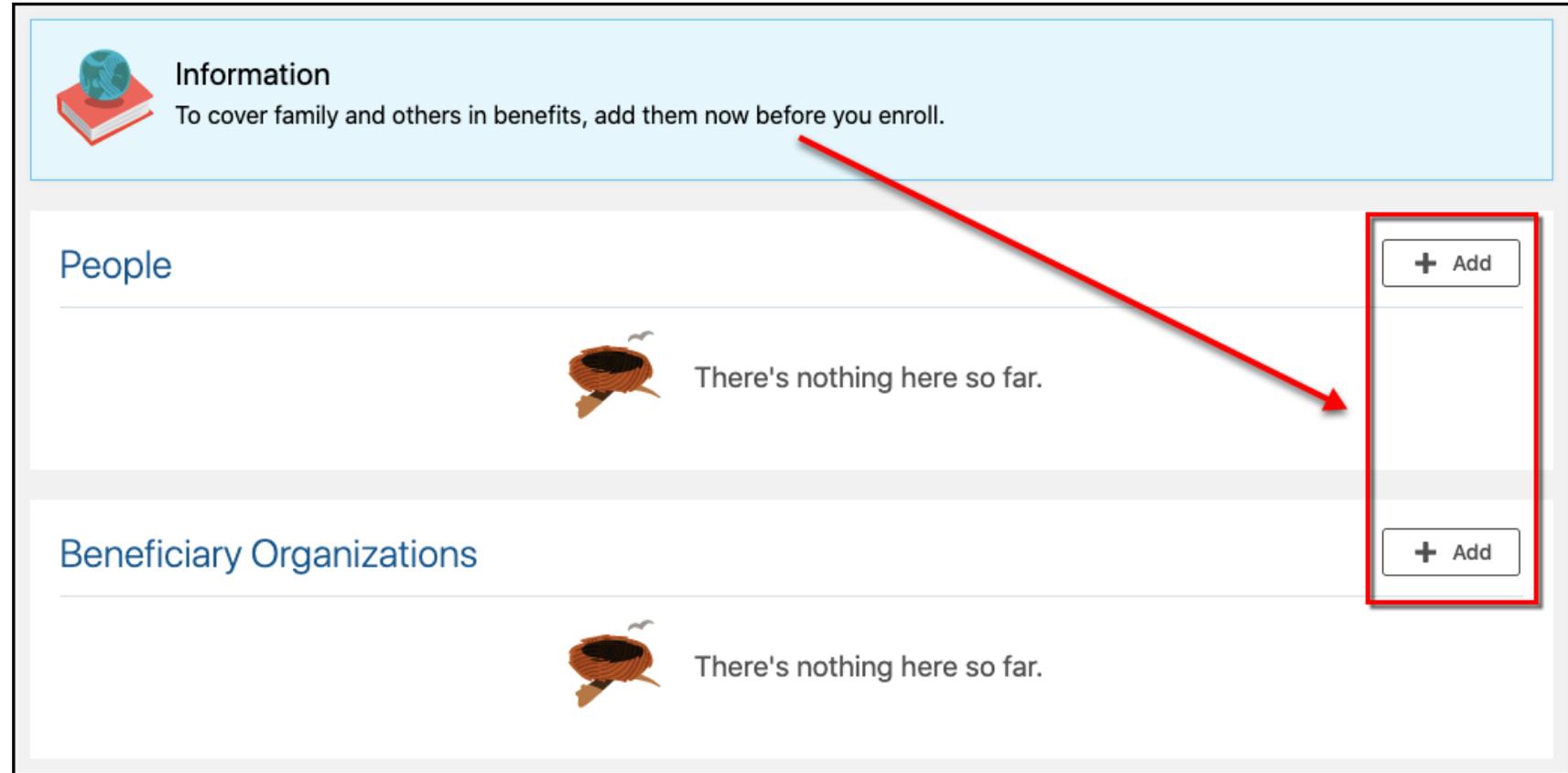
See your current, past, and future enrollments



Report a Life Event

Record a life event for enrollment opportunities

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

There's nothing here so far.

Beneficiary Organizations

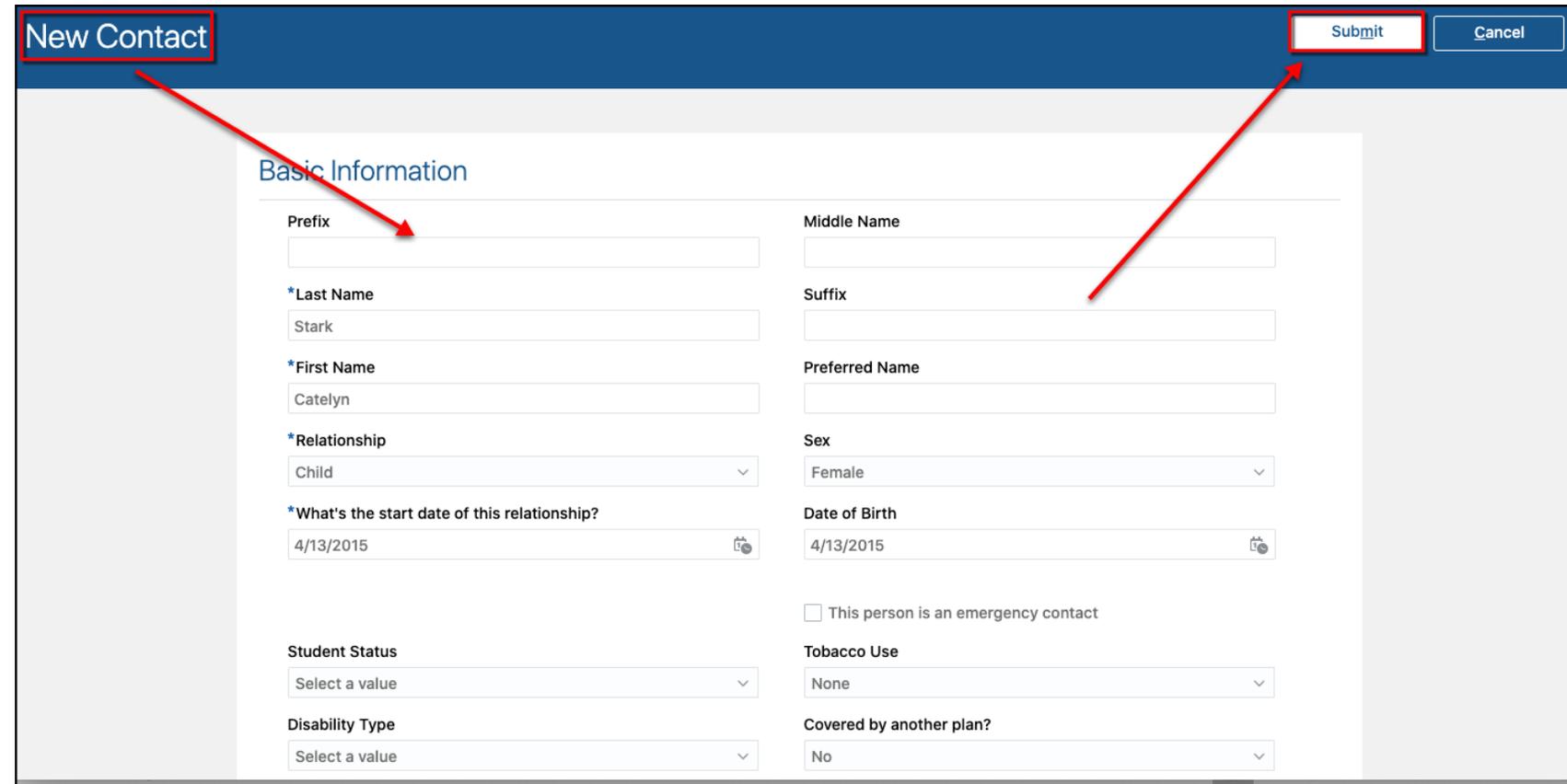
There's nothing here so far.

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**



New Contact **Submit** **Cancel**

Basic Information

Prefix

Middle Name

*Last Name

Suffix

*First Name

Preferred Name

*Relationship

Sex

*What's the start date of this relationship?

Date of Birth

This person is an emergency contact

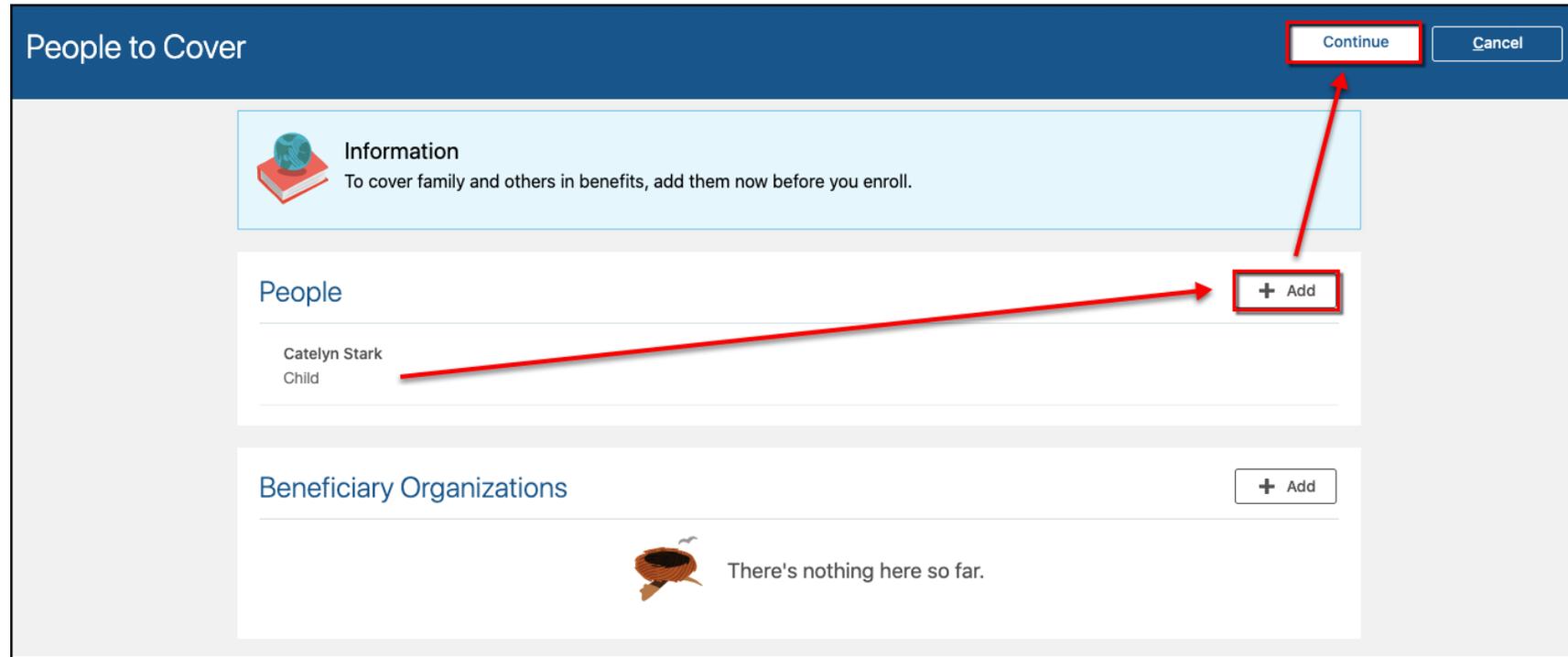
Student Status

Tobacco Use

Disability Type

Covered by another plan?

8. If applicable, click **Add** again to enter additional people to cover
9. When finished, click **Continue**



The screenshot shows the 'People to Cover' page with a dark blue header. In the top right corner, there are two buttons: 'Continue' (highlighted with a red box and a red arrow) and 'Cancel'. Below the header is an 'Information' section with a globe icon and the text: 'Information To cover family and others in benefits, add them now before you enroll.' The main content area is divided into three sections: 'People', 'Beneficiary Organizations', and a final empty section. The 'People' section has a title 'People' and a '+ Add' button (highlighted with a red box and a red arrow). Below the title, there is one entry for 'Catelyn Stark Child'. The 'Beneficiary Organizations' section has a title 'Beneficiary Organizations' and a '+ Add' button. Below this title, there is a message: 'There's nothing here so far.' with a small icon of a nest.

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

Start Enrollment

Cancel

Authorization



The information I am providing is accurate, and I authorize the coverage selections and the associated payroll deductions.

Enrollments remain in effect until changed or canceled by me during an annual open enrollment, or when permitted by a qualified life event.

I understand that my eligibility for benefits may be affected if I subsequently change my contracted work schedule.
I understand that my elections are binding, based upon CMHA-CEI Program plan provisions and applicable laws and regulations.

I also understand that the coverages I am applying for may require that I provide additional information. We reserve the right to terminate any plan, policy, or procedure at any time and at our sole discretion.

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

CMHA Benefits Program Submit Cancel

Currency in USD

Your Total Cost 0.00
Per Pay Period

Medical Edit

CMHA Medical

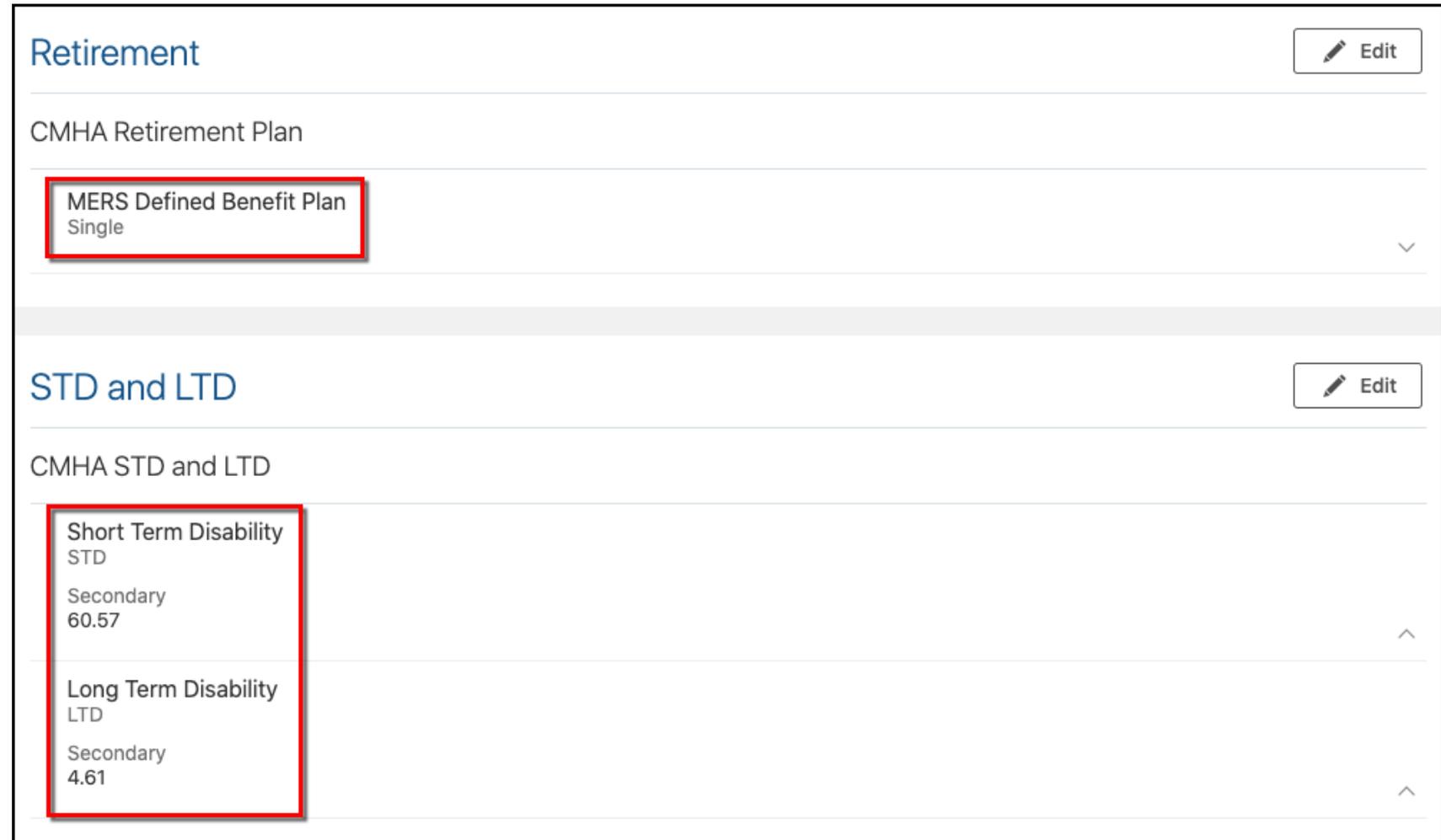
There's nothing here so far.

HRA Factor Edit

CMHA HRA Factor

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



The screenshot displays the enrollment interface for Retirement and STD and LTD. The Retirement section includes the CMHA Retirement Plan with a dropdown menu showing 'MERS Defined Benefit Plan Single'. The STD and LTD section includes the CMHA STD and LTD with dropdown menus showing 'Short Term Disability STD Secondary 60.57' and 'Long Term Disability LTD Secondary 4.61'. Both sections have an 'Edit' button in the top right corner.

Section	Plan Name	Details	Action
Retirement	CMHA Retirement Plan		Edit
	MERS Defined Benefit Plan	Single	
STD and LTD	CMHA STD and LTD		Edit
	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.	
<hr/>	
HRA Factor	 Edit
CMHA HRA Factor	
 There's nothing here so far.	
<hr/>	
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**

BCBSM HRA 1B 250/500	
<input checked="" type="checkbox"/>	Single 320.06 Annually Employee Rate 12.31
	Employer Rate 242.53
<input type="checkbox"/>	Double 768.04 Annually Employee Rate 29.54
	Employer Rate 582.09
<input type="checkbox"/>	Family 959.92 Annually Employee Rate 36.92
	Employer Rate 727.61
<input type="checkbox"/>	Waive Coverage

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

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

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

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**

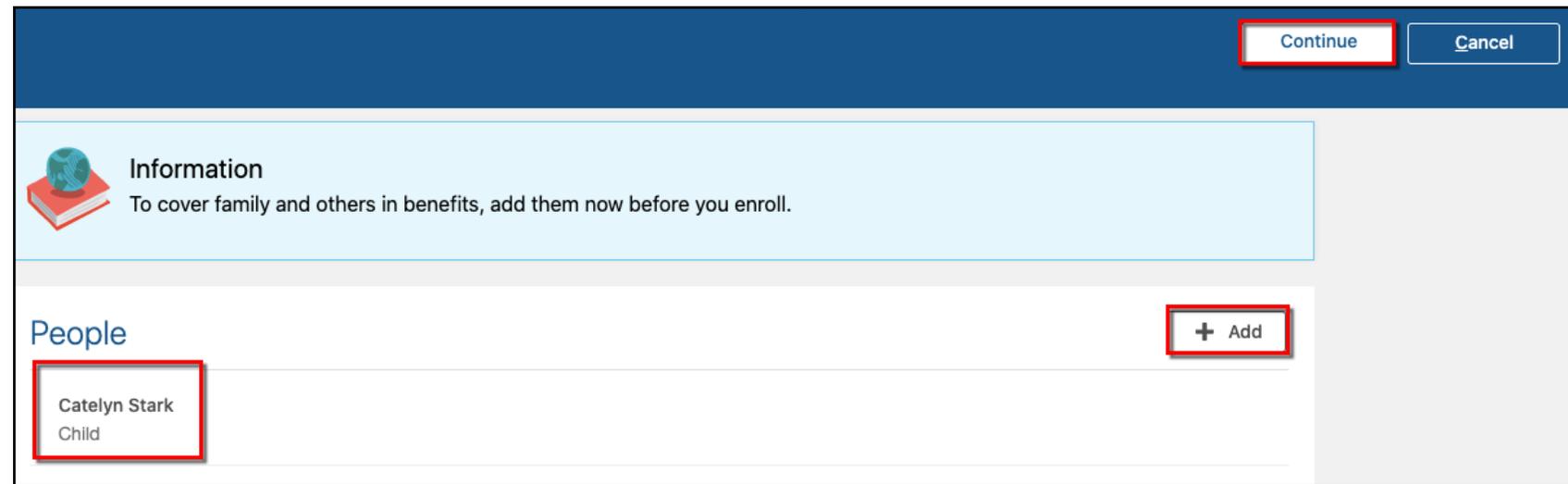
The screenshot shows the user interface for an employee named Rickon Stark. At the top, there is a blue header with a circular profile picture containing the initials 'RS'. Below the name 'Rickon Stark', a message reads 'Review your benefits package and relevant info before you enroll.' A red-bordered button labeled 'Make Changes' is positioned below this message. A red arrow points from a 'Time Remaining' box to the 'Make Changes' button. The 'Time Remaining' box displays '8 Days'. To the right, the text 'Make Changes Until' is followed by the date and time '11/26/2020 11:59 PM EST'. Below these elements are three white cards with green icons: 'Pending Actions' (calendar icon) with the subtext 'Address your open items to complete enrollment'; 'Your Benefits' (person icon) with the subtext 'See your current, past, and future enrollments'; and 'Report a Life Event' (calendar with star icon) with the subtext 'Record a life event for enrollment opportunities'.

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**

A screenshot of a web application interface for enrolling in benefits. The page has a dark blue header with 'Continue' and 'Cancel' buttons. Below the header is a light blue section titled 'Information' with a globe icon and the text 'To cover family and others in benefits, add them now before you enroll.' Underneath is a 'People' section with a '+ Add' button and a list item for 'Catelyn Stark Child'. Red boxes highlight the 'Continue' button, the '+ Add' button, and the 'Catelyn Stark Child' entry.

Continue Cancel

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

People + Add

Catelyn Stark
Child

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

20. When finished, click **Submit**

Program

[Submit](#) [Cancel](#)

Medical

CMHA Medical

BCBSM HRA 1B 250/500
Single

12.31

[Edit](#)

HRA Factor

CMHA HRA Factor

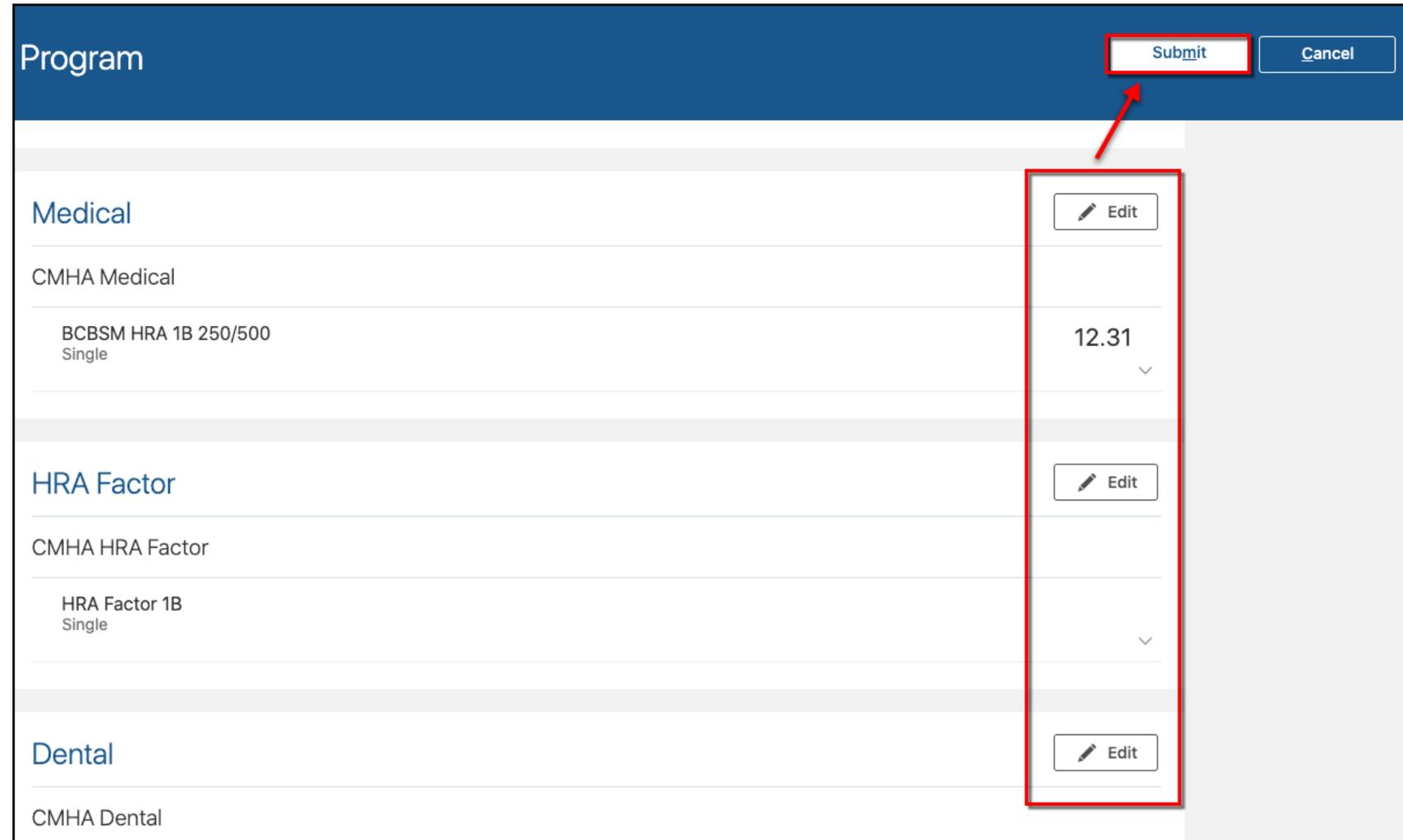
HRA Factor 1B
Single

[Edit](#)

Dental

CMHA Dental

[Edit](#)



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

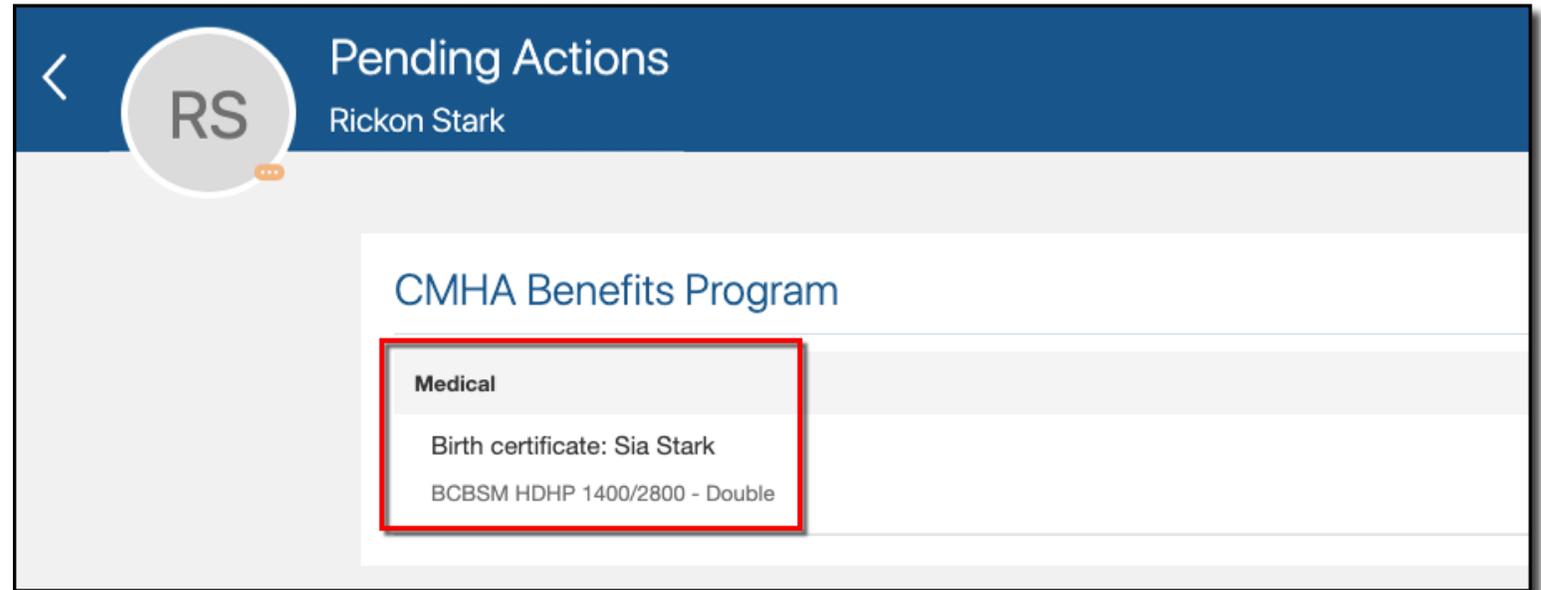
Report a Life Event
Record a life event for enrollment opportunities

People to Cover
Add family and others before you enroll

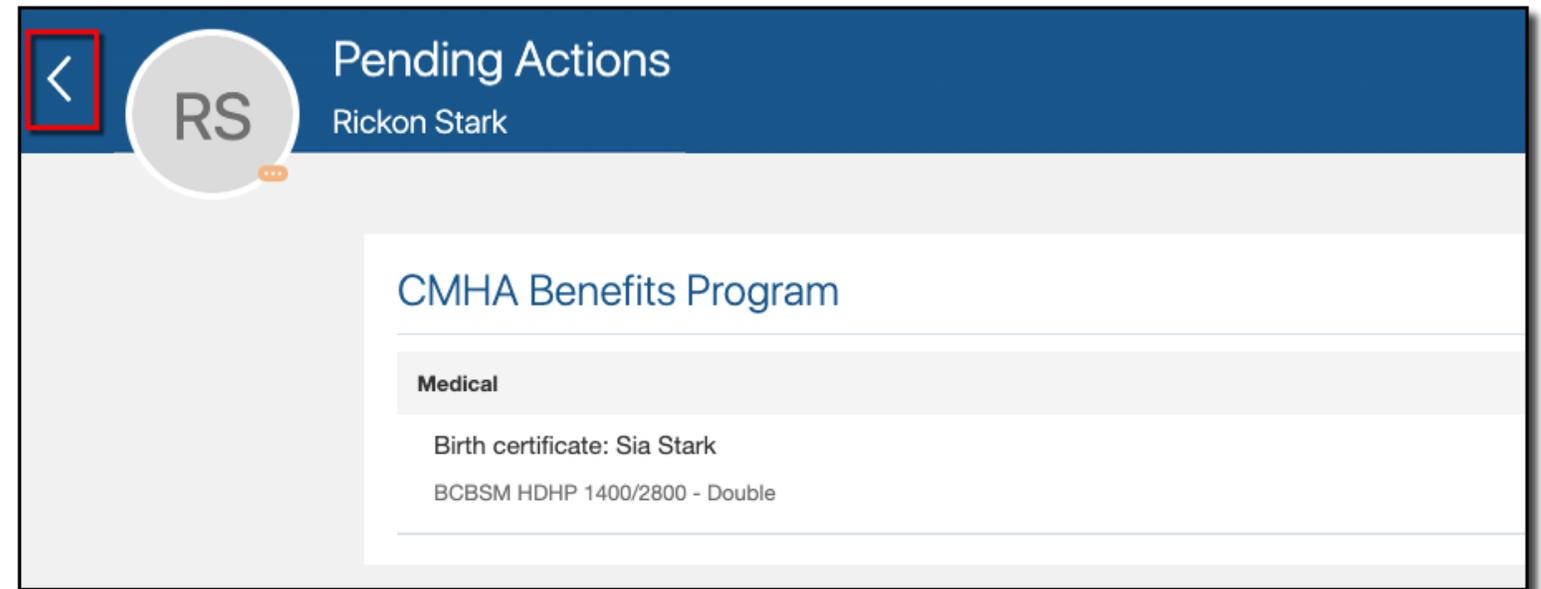
Primary Care Physicians
Provide physician details for yourself and others

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**

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

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**

Add Document

Rickon Stark

[Submit](#) [Cancel](#)

Document Details

*Document Type Birth certification or certifi <input type="text"/>	Country United States
Category Benefits	Issuing Location Michigan
*Name Sia Stark	Issued On 4/13/2015
Number <input type="text"/>	Issuing Authority <input type="text"/>
From Date 11/19/2020	Issuing Comments <input type="text"/>
To Date 11/19/2020	Context Value <input type="text"/>
Issuing Country United States	

Attachments

 Drag files here or click to add attachment

Stark Birth Certificate.jpg (97.22 KB)  By Catelyn Stark on 11/19/2020 

Note: The uploaded document is displayed

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

Pending Actions
Rickon Stark

Document Records + Add

Search by type, name, or numl Show Filters Exclude Payroll × Expired ×

Sort By Last Updated - Descendi ▾

Document Type	Name	
Birth certification or certificate of live birth	Sia Stark	🗕
Category	Last Updated Date	
Benefits	11/19/2020	▾

29. Click **Pending Actions**

The screenshot shows a user dashboard for Rickon Stark. At the top, there is a blue header with a circular profile picture containing the initials 'RS', the name 'Rickon Stark', and the instruction 'Review your benefits package and relevant info before you enroll.' Below this is a 'Make Changes' button. The main content area features three white cards with green icons: 'Pending Actions' (with a checklist icon), 'Your Benefits' (with a person icon), and 'Report a Life Event' (with a calendar icon). The 'Pending Actions' card is highlighted with a red border and contains the text 'Address your open items to complete enrollment'.

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