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

2. Click **Benefits**

3. To initiate your benefit selections for a qualifying life event, click **Report a Life Event**

Connect

4. Select the applicable **life event** and enter the **occurrence date**

5. Click **Continue**

Note: A notification appears indicating the life event was created

6. Click **OK**

Report a Life Event
Rickon Stark

Continue   Cancel

Information
Select a life event to see if it provides you opportunities to elect new benefits or change existing ones.

Select a Life Event

○ Add a Child
○ Divorce
○ Gain of Coverage
○ Loss of Coverage
● Marriage
   *When did this event occur?
   11/19/2020

Confirmation

The life event Marriage was created for 11/19/2020.

OK

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

Connect

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

Note: Required fields are indicated with a blue asterisk

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

10. When finished, click **Submit**
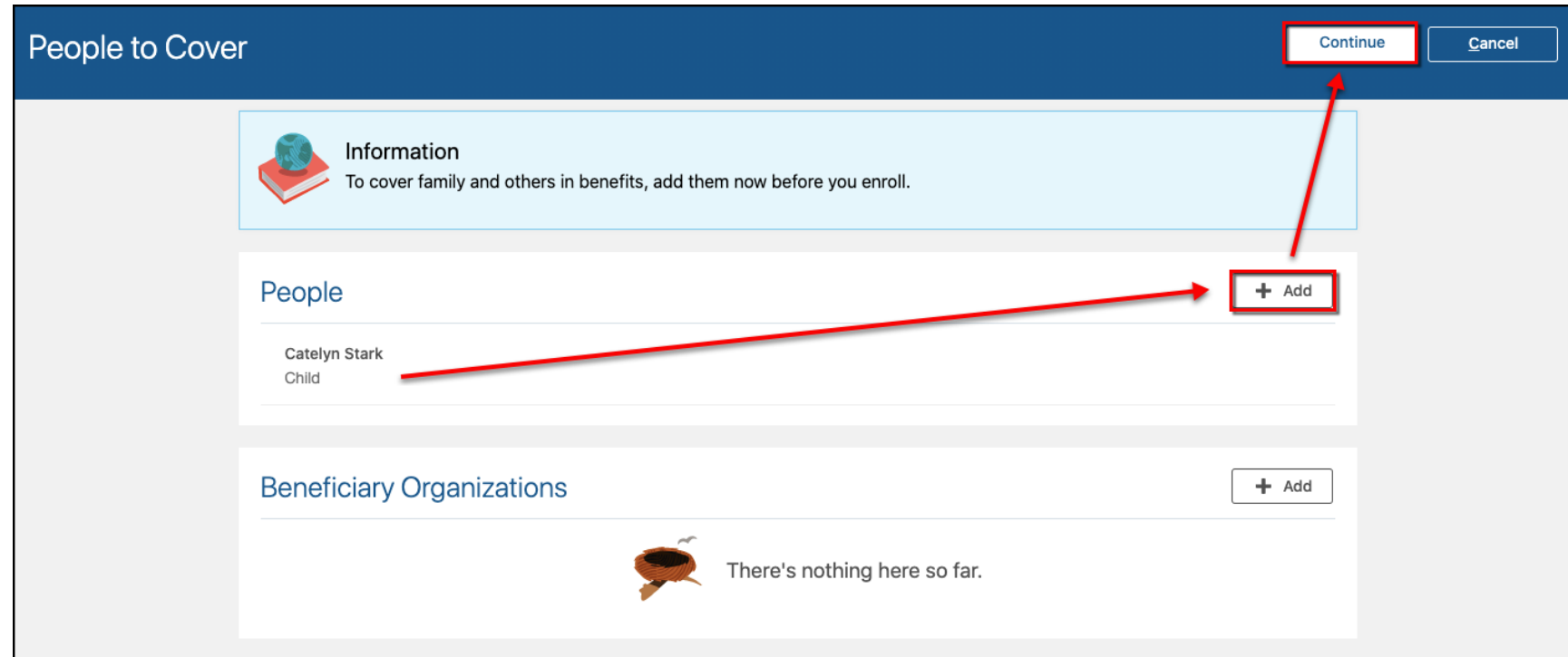
New Contact   Submit   Cancel

Basic Information

Prefix

Middle Name

*Last Name
Stark

Suffix

*First Name
Catelyn

Preferred Name

*Relationship
Child

Sex
Female

*What's the start date of this relationship?
4/13/2015

Date of Birth
4/13/2015

☐ This person is an emergency contact

Student Status
Select a value

Tobacco Use
None

Disability Type
Select a value

Covered by another plan?
No

Connect

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.

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

12. When finished, click **Continue**

13. 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

Connect

14. 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

15. 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

16. 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
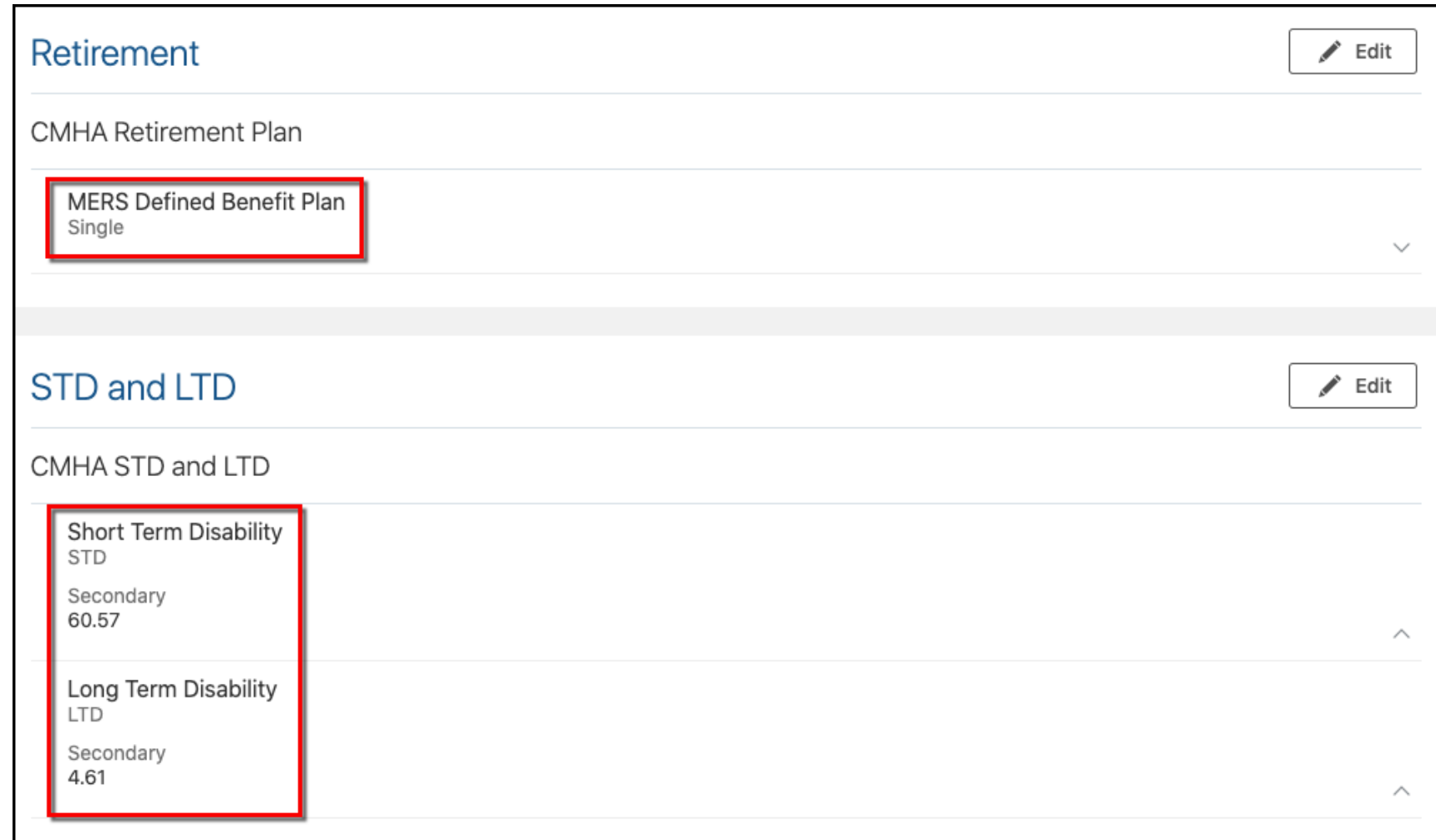   Per Pay Period
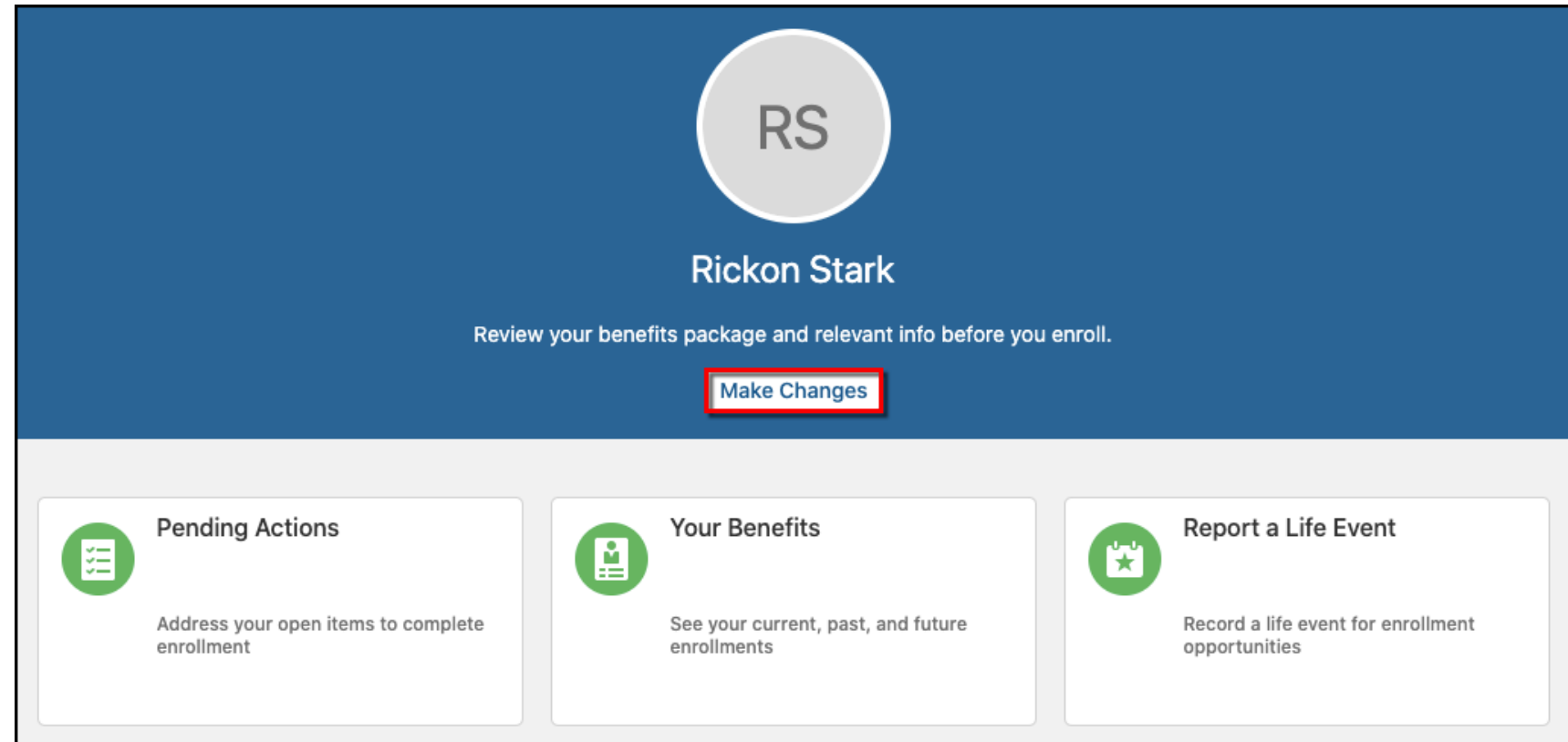
17. After all selections have been made, click **Submit**

Medical   ✎ Edit

CMHA Medical

BCBSM HRA 1B 250/500   12.31
Single

Confirmation   Print
CMHA Benefits Program

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

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

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

Currency in USD

Your Total Cost Each Pay Period   220.75

Connect

19. 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

20. Begin by verifying/updating your **People to Cover**

21. When finished, click **Continue**

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

23. When finished, click **Submit**

Connect

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

24. 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
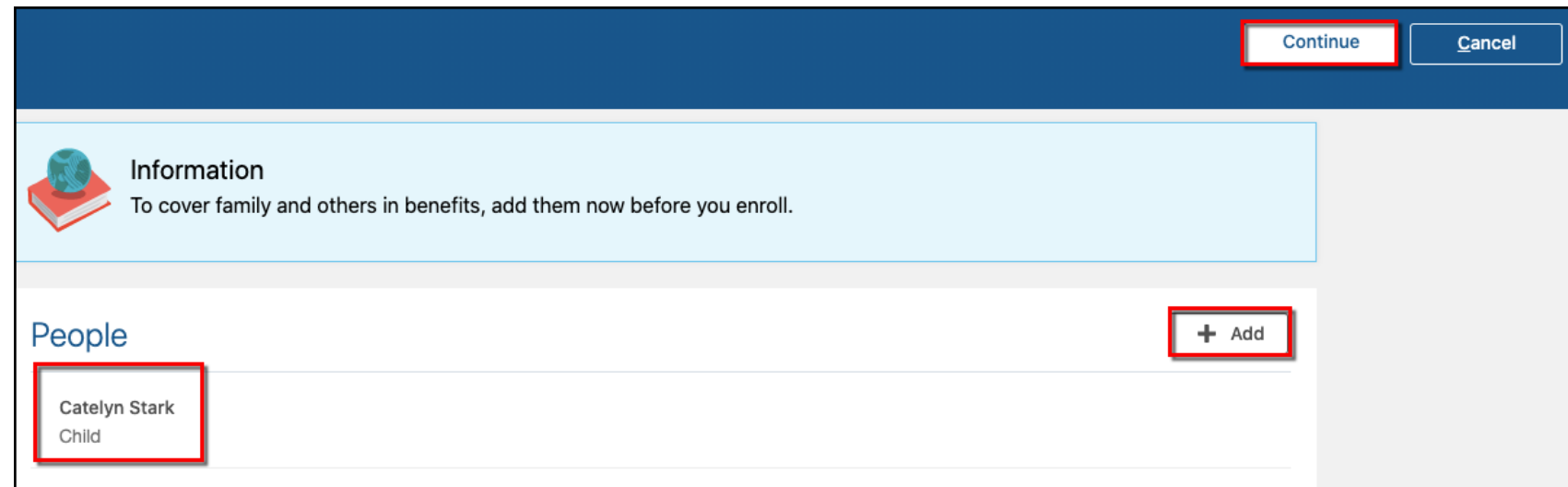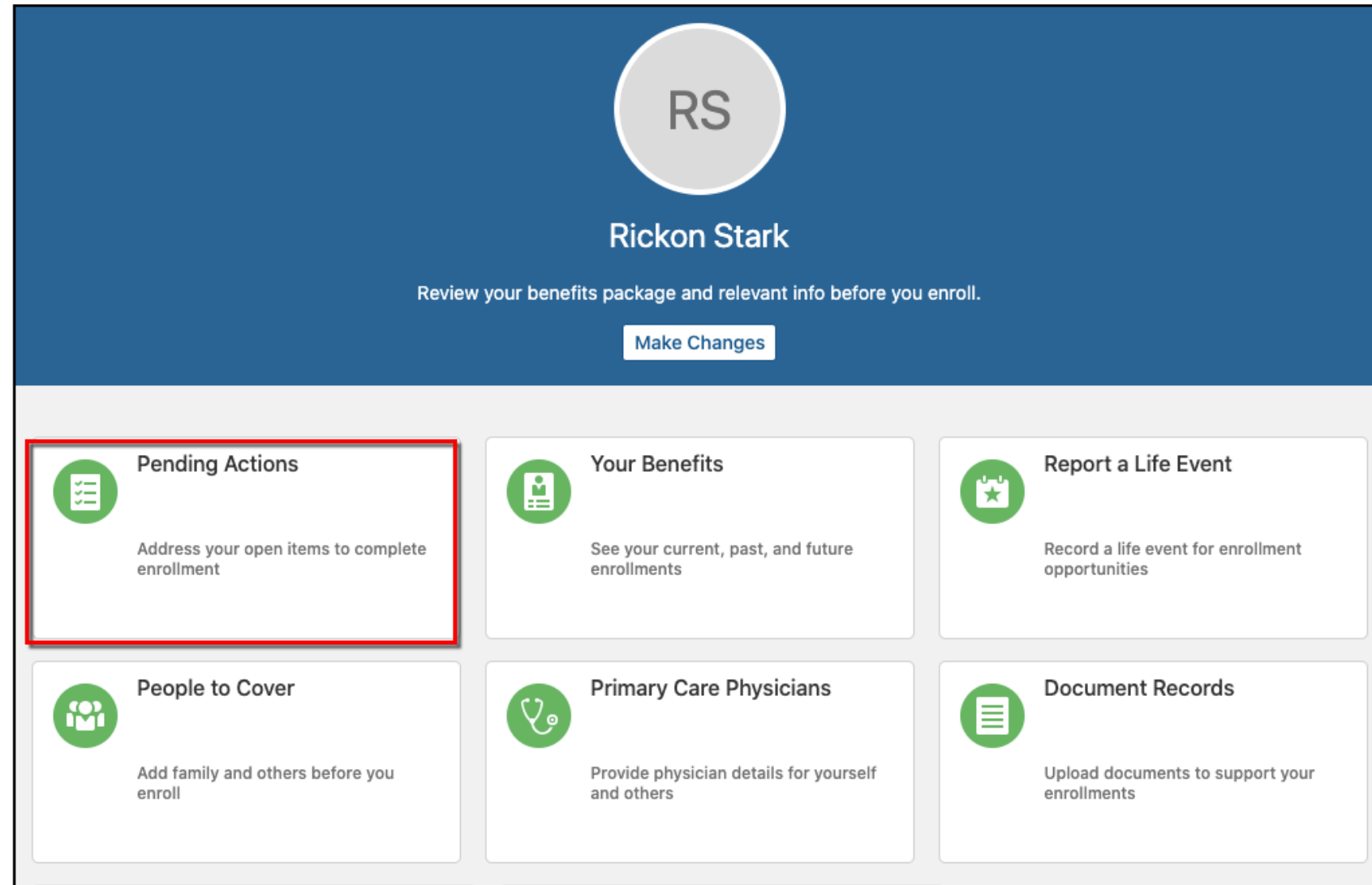
Report a Life Event

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

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

Connect

26. 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

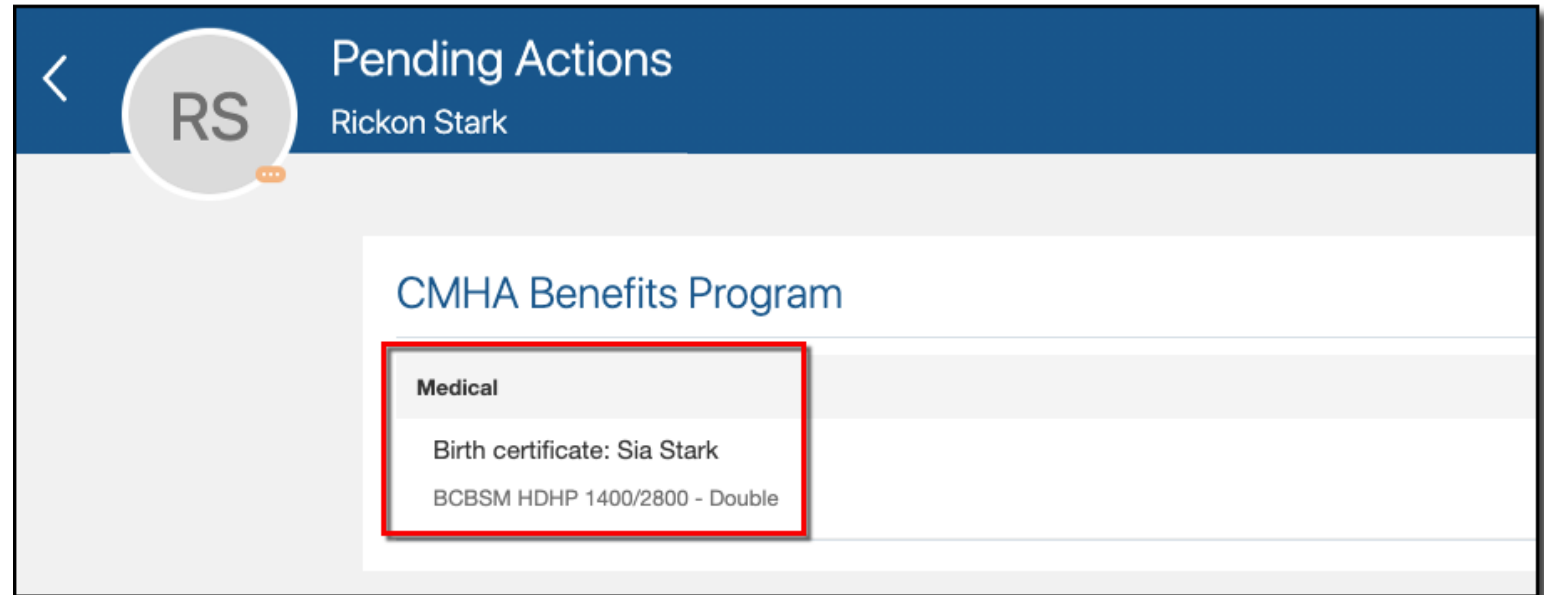See your current, past, and future enrollments

Report a Life Event

Record a life event for enrollment opportunities

People to Cover
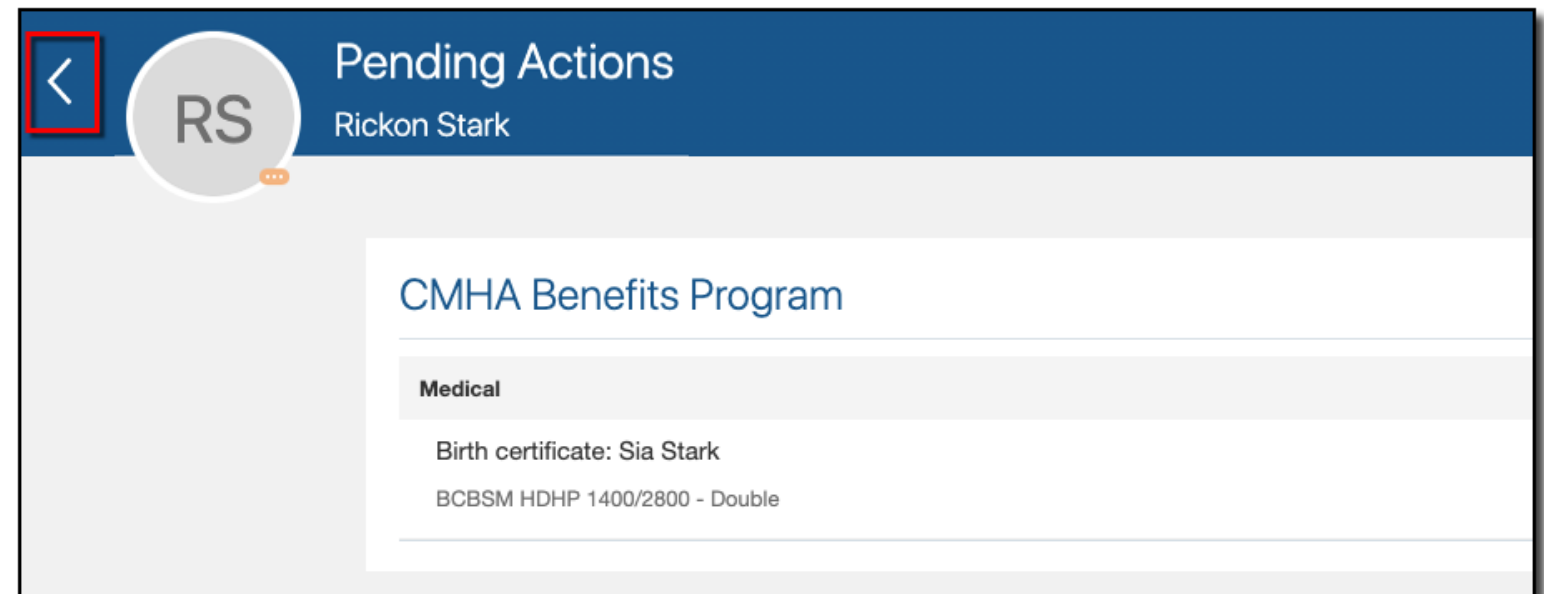
Add family and others before you enroll

Primary Care Physicians

Provide physician details for yourself and others

Document Records

Upload documents to support your enrollments

27. Click **Add**

Connect

Add Document
Rickon Stark

Submit   Cancel

Document Details

*Document Type
Birth certification or certifi... ⌄ ⓘ

Category
Benefits

*Name
Sia Stark

Number

From Date
11/19/2020

To Date
11/19/2020

Issuing Country
United States ⌄

Country
United States

Issuing Location
Michigan

Issued On
4/13/2015

Issuing Authority

Issuing Comments

Context Value

Attachments

☁⬆ Drag files here or click to add attachment ⌄

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

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

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

30. Click **Submit**

Note: The uploaded document is displayed

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

32. Click **Pending Actions**

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

End of Procedure

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

CMHA Benefits Program

Medical

Birth certificate: Sia Stark

BCBSM HDHP 1400/2800 - Double