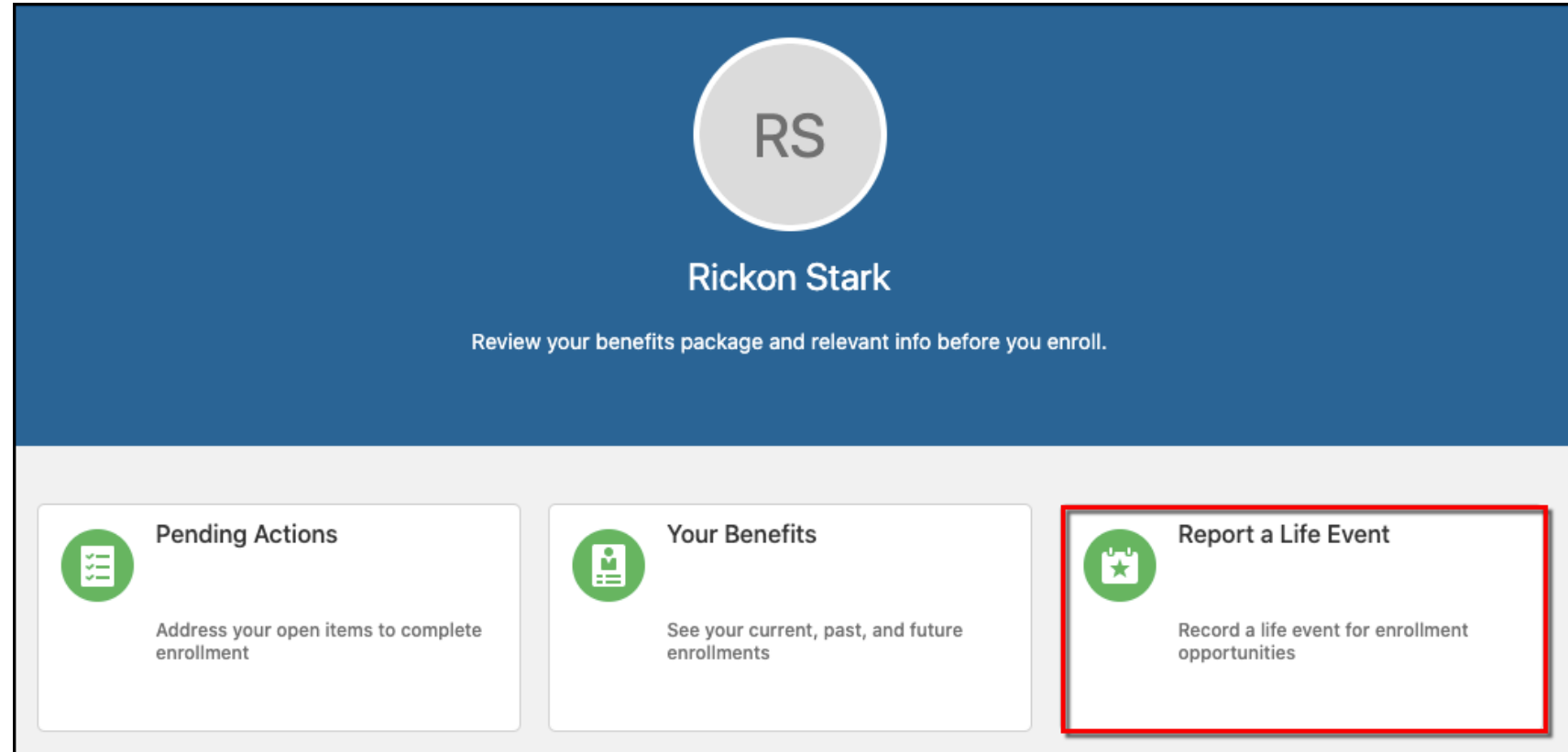


1. Select **Me** to display your employee functions
2. Click **Benefits**

The screenshot displays the Connect ESS user interface. At the top, there is a navigation bar with tabs for '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' on the left and 'APPS' on the right. The 'QUICK ACTIONS' section contains a vertical list of icons and labels: 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 and labels: Directory, Onboarding, Checklist Tasks, Pay, Time and Absences, Career and Performance, Personal Information, Learning, What to Learn, Benefits, Current Jobs, and Wellness. A red arrow originates from the 'Me' tab and points to the 'Benefits' icon, which is also highlighted with a red box.


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


The dashboard for Rickon Stark features a dark blue header with a circular profile icon containing the initials 'RS'. Below the header, a light gray bar contains three white action cards. The 'Report a Life Event' card is highlighted with a red border. Each card includes a green circular icon, a title, and a brief description of the function.


RS

Rickon Stark

Review your benefits package and relevant info before you enroll.

 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. Select the applicable **life event** and enter the **occurrence date**
5. Click **Continue**

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

A red box highlights the "Marriage" option and the date field. A red arrow points from the "Continue" button to the "Marriage" option.

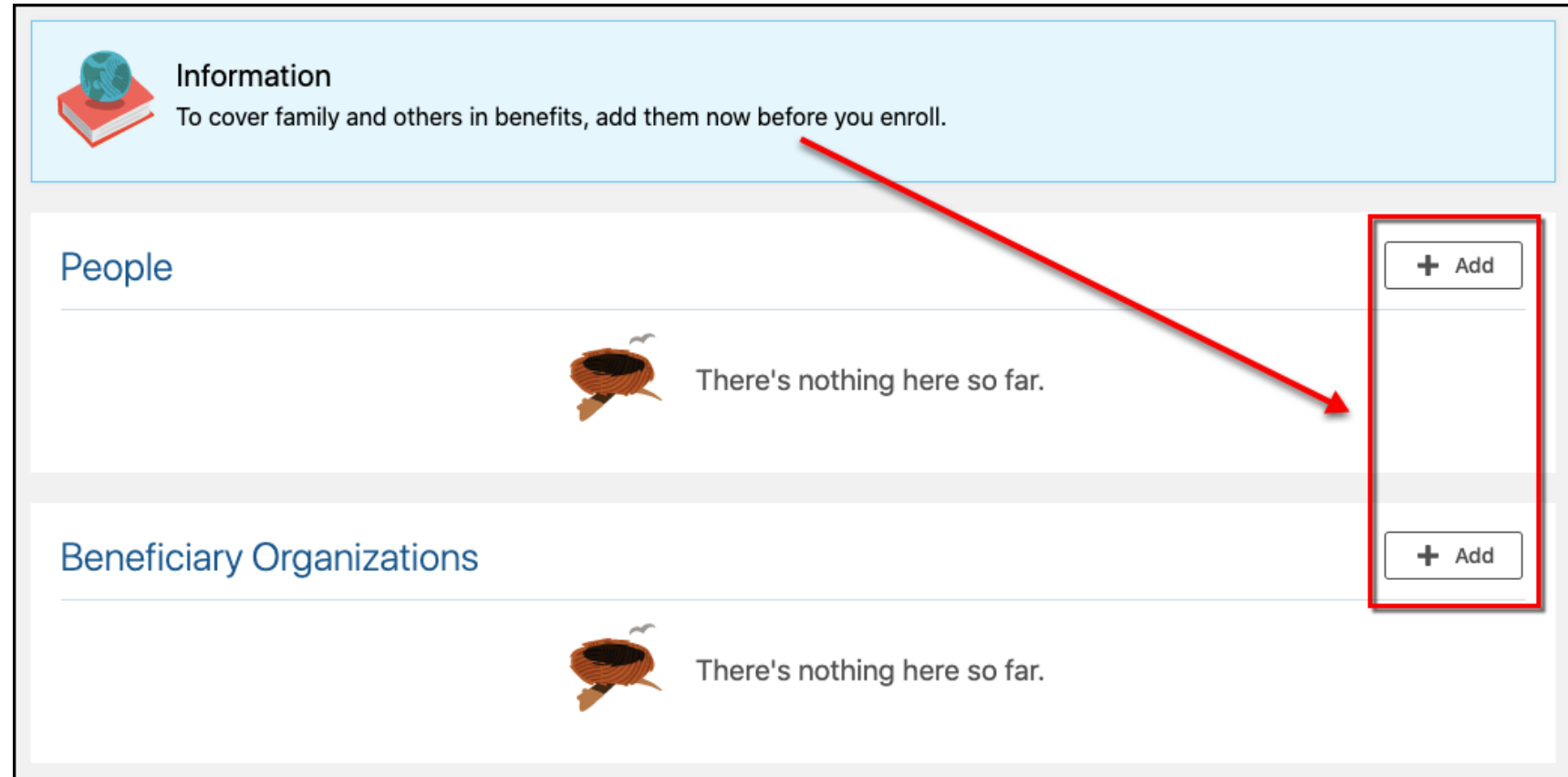
- Note:** A notification appears indicating the life event was created
6. Click **OK**

**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




**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.

**+ Add**

**+ Add**

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**

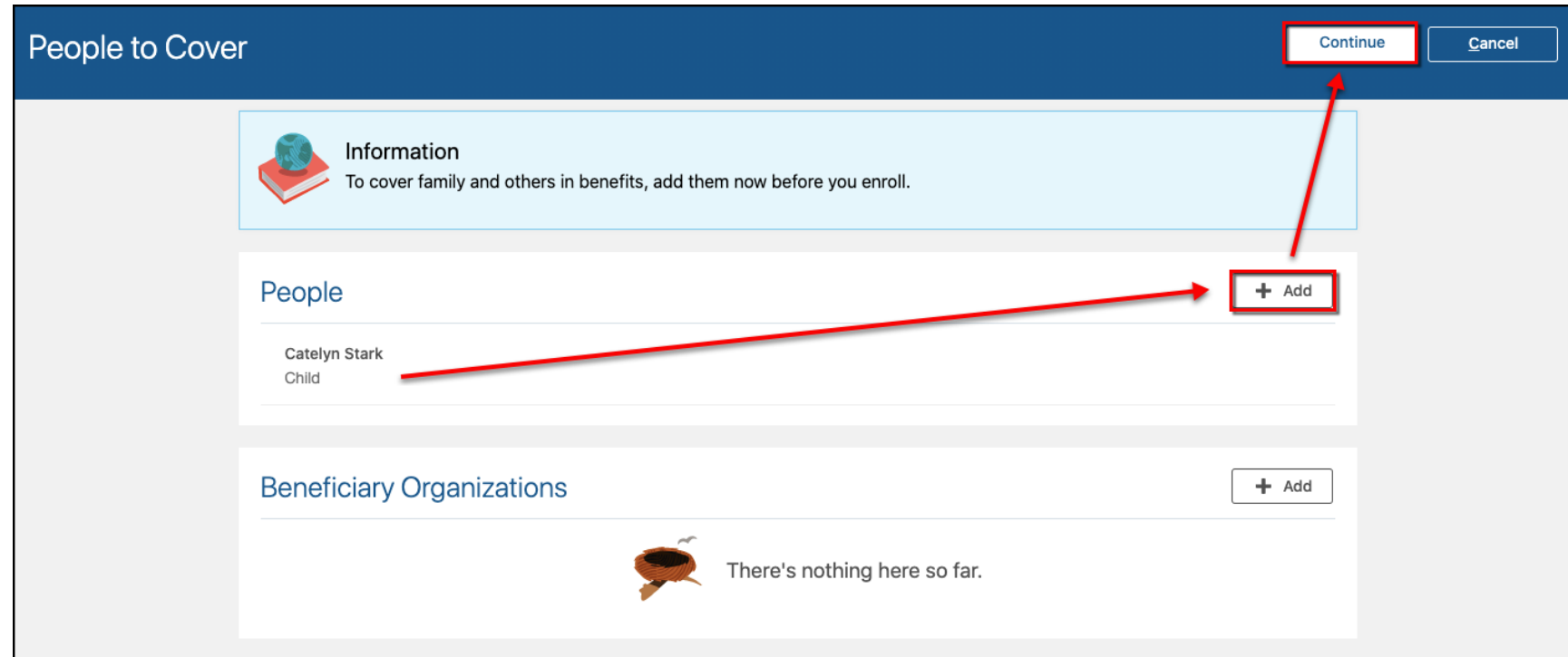
**New Contact** Submit Cancel

### Basic Information

Prefix	Middle Name
<input type="text"/>	<input type="text"/>
*Last Name	Suffix
<input type="text" value="Stark"/>	<input type="text"/>
*First Name	Preferred Name
<input type="text" value="Catelyn"/>	<input type="text"/>
*Relationship	Sex
<input type="text" value="Child"/>	<input type="text" value="Female"/>
*What's the start date of this relationship?	Date of Birth
<input type="text" value="4/13/2015"/>	<input type="text" value="4/13/2015"/>
	<input type="checkbox"/> This person is an emergency contact
Student Status	Tobacco Use
<input type="text" value="Select a value"/>	<input type="text" value="None"/>
Disability Type	Covered by another plan?
<input type="text" value="Select a value"/>	<input type="text" value="No"/>


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

12. When finished, click **Continue**

A screenshot of a web application interface titled 'People to Cover'. The interface has a dark blue header with the title and two buttons: 'Continue' (highlighted with a red box) and 'Cancel'. Below the header is a light blue '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' (with a '+ Add' button highlighted by a red box and a red arrow pointing to it), 'Beneficiary Organizations' (with a '+ Add' button), and a final section with a nest icon and the text 'There's nothing here so far.'

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.

13. 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.

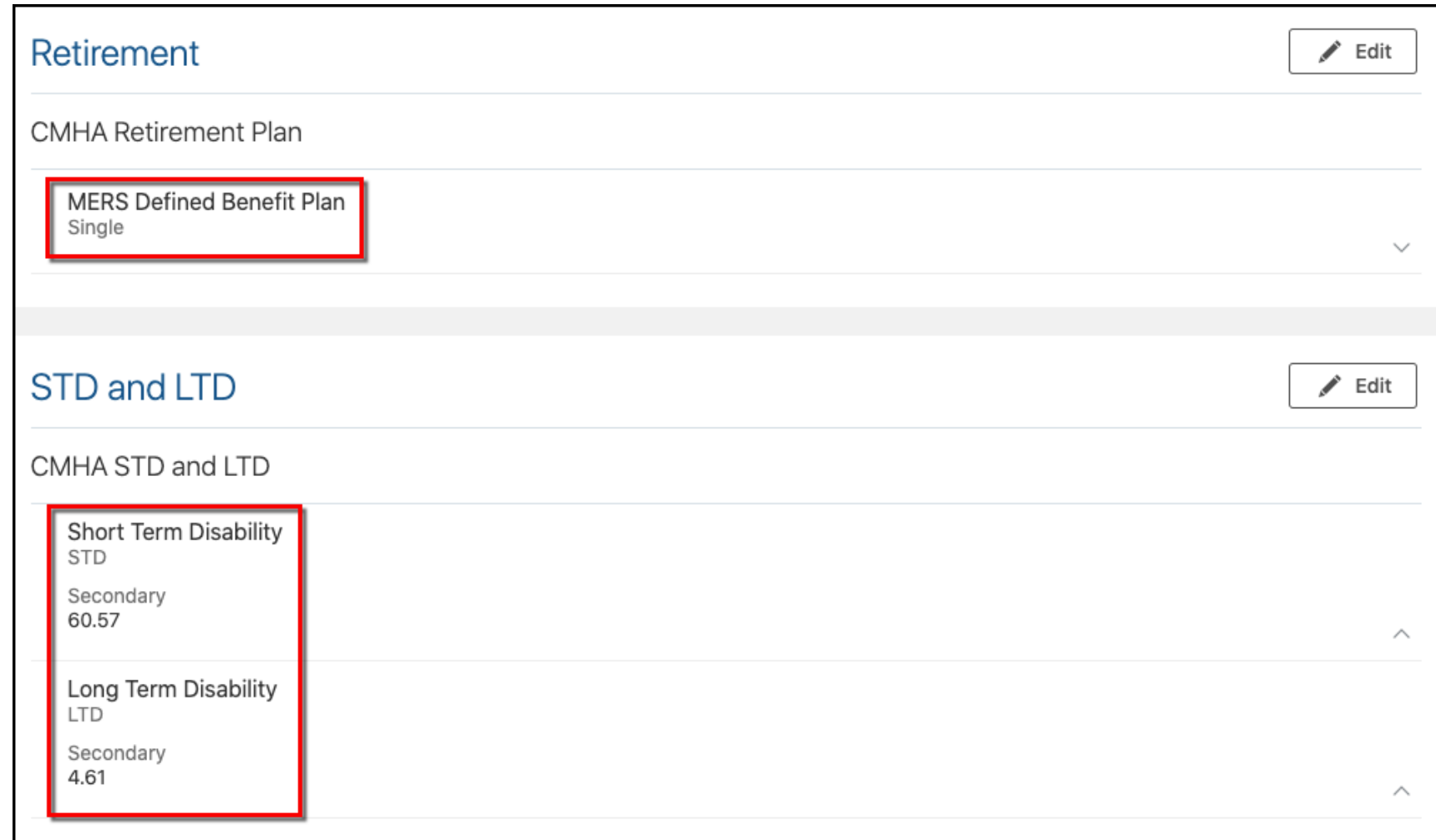
**HRA Factor** Edit

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 ESS interface for enrolling in benefits. It is divided into two main sections: Retirement and STD and LTD. Each section has an 'Edit' button in the top right corner.






**Retirement**

- CMHA Retirement Plan
  - MERS Defined Benefit Plan Single (highlighted with a red box)

**STD and LTD**

- CMHA STD and LTD
  - Short Term Disability STD
    - Secondary 60.57
  - Long Term Disability LTD
    - Secondary 4.61

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

<b>Medical</b>	 Edit
CMHA Medical	
 There's nothing here so far.	
<b>HRA Factor</b>	 Edit
CMHA HRA Factor	
 There's nothing here so far.	
<b>Dental</b>	 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**

Plan Option	Annual Rate	Employer Rate
<input checked="" type="checkbox"/> Single	320.06	12.31
Employer Rate	242.53	
<input type="checkbox"/> Double	768.04	29.54
Employer Rate	582.09	
<input type="checkbox"/> Family	959.92	36.92
Employer Rate	727.61	
<input type="checkbox"/> Waive Coverage		

BCBSM HRA 1B 250/500

Continue Cancel

**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

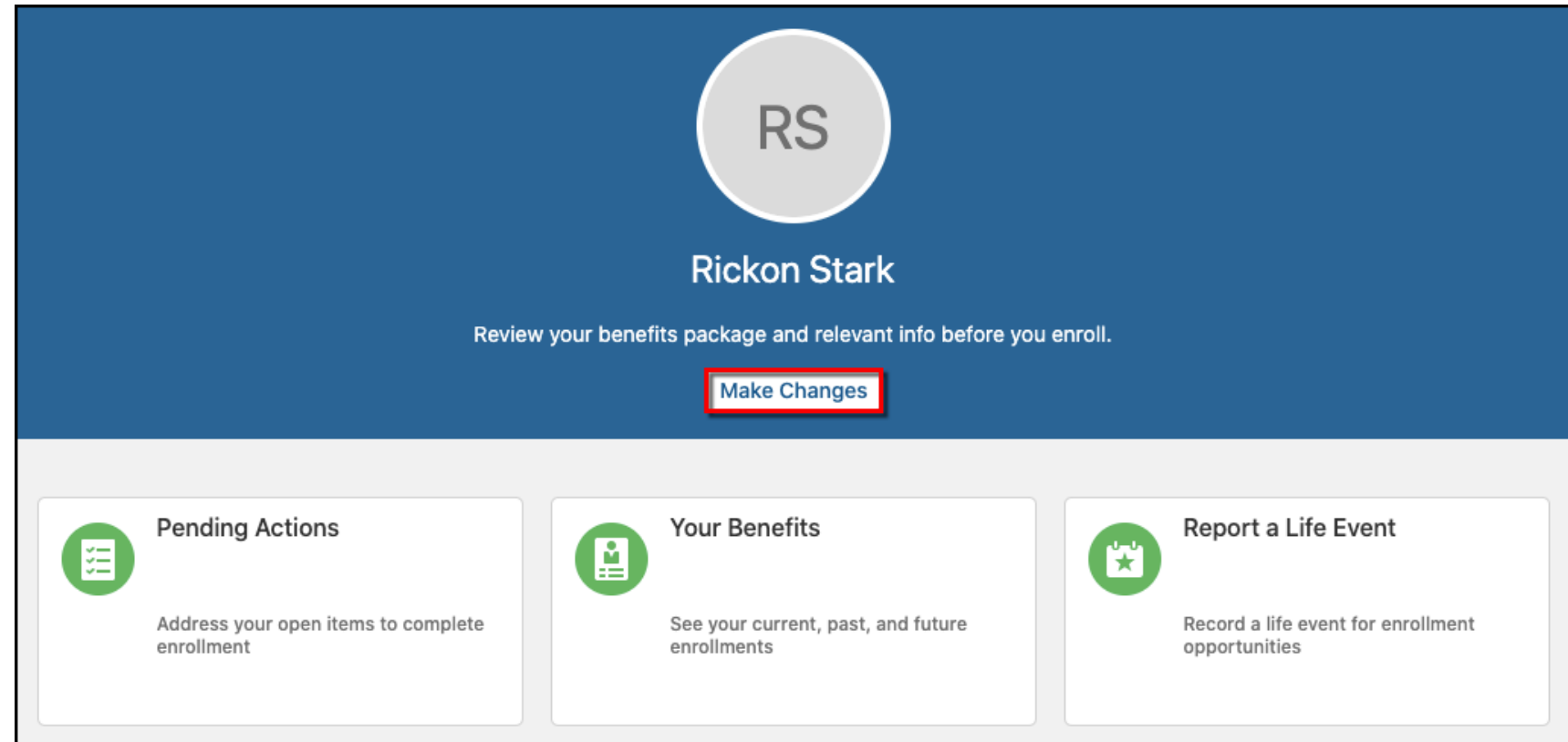
HRA Factor 1B  
Single

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

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

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

19. If time permits and you need to make changes after your selections were submitted, click **Make Changes**

A screenshot of a web application interface for an employee named Rickon Stark. The top section has a dark blue background with a circular profile picture placeholder containing the initials 'RS'. Below the name 'Rickon Stark', there is a prompt to 'Review your benefits package and relevant info before you enroll.' and a red-bordered button labeled 'Make Changes'. The bottom section is a light gray area with three white cards: 'Pending Actions' (with a checklist icon), 'Your Benefits' (with a person 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

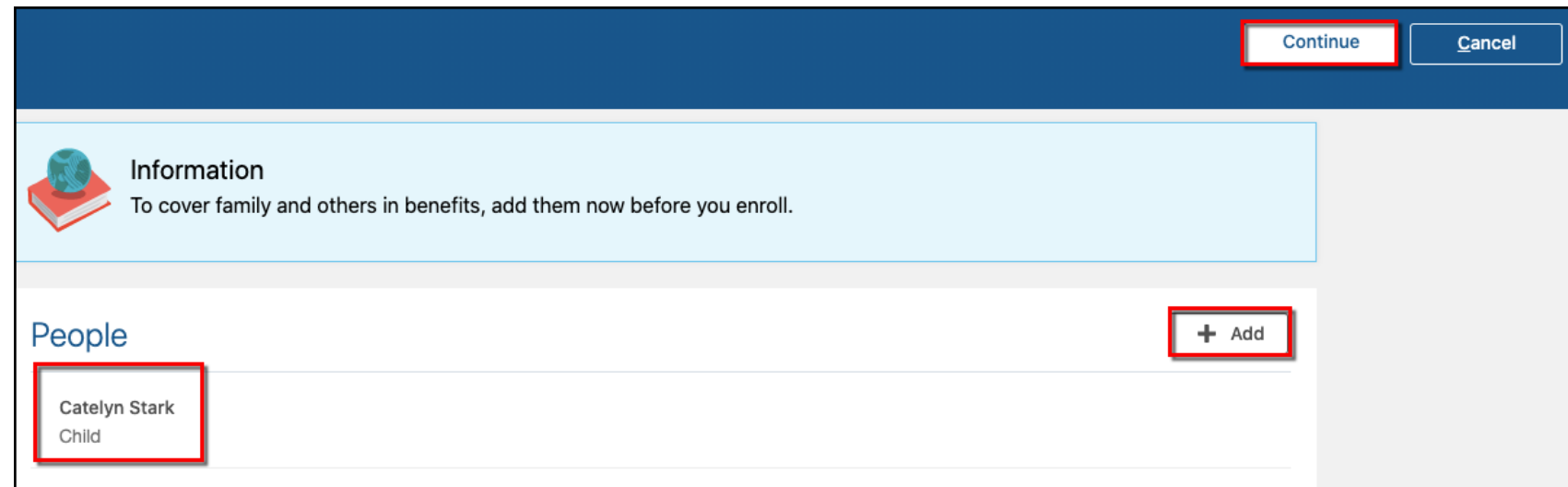
Record a life event for enrollment opportunities

**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**

A screenshot of a web application interface for enrolling in benefits. At the top right, there are two buttons: 'Continue' (highlighted with a red box) and 'Cancel'. Below this 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 (highlighted with a red box). A list of people is shown below, with the first entry 'Catelyn Stark Child' (highlighted with a red box) in a white box with a light blue border. The right side of the page is a grey sidebar.

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

23. When finished, click **Submit**

Program

Submit Cancel

Medical

CMHA Medical

BCBSM HRA 1B 250/500  
Single

12.31

HRA Factor

CMHA HRA Factor

HRA Factor 1B  
Single

Dental

CMHA Dental

Edit

Edit

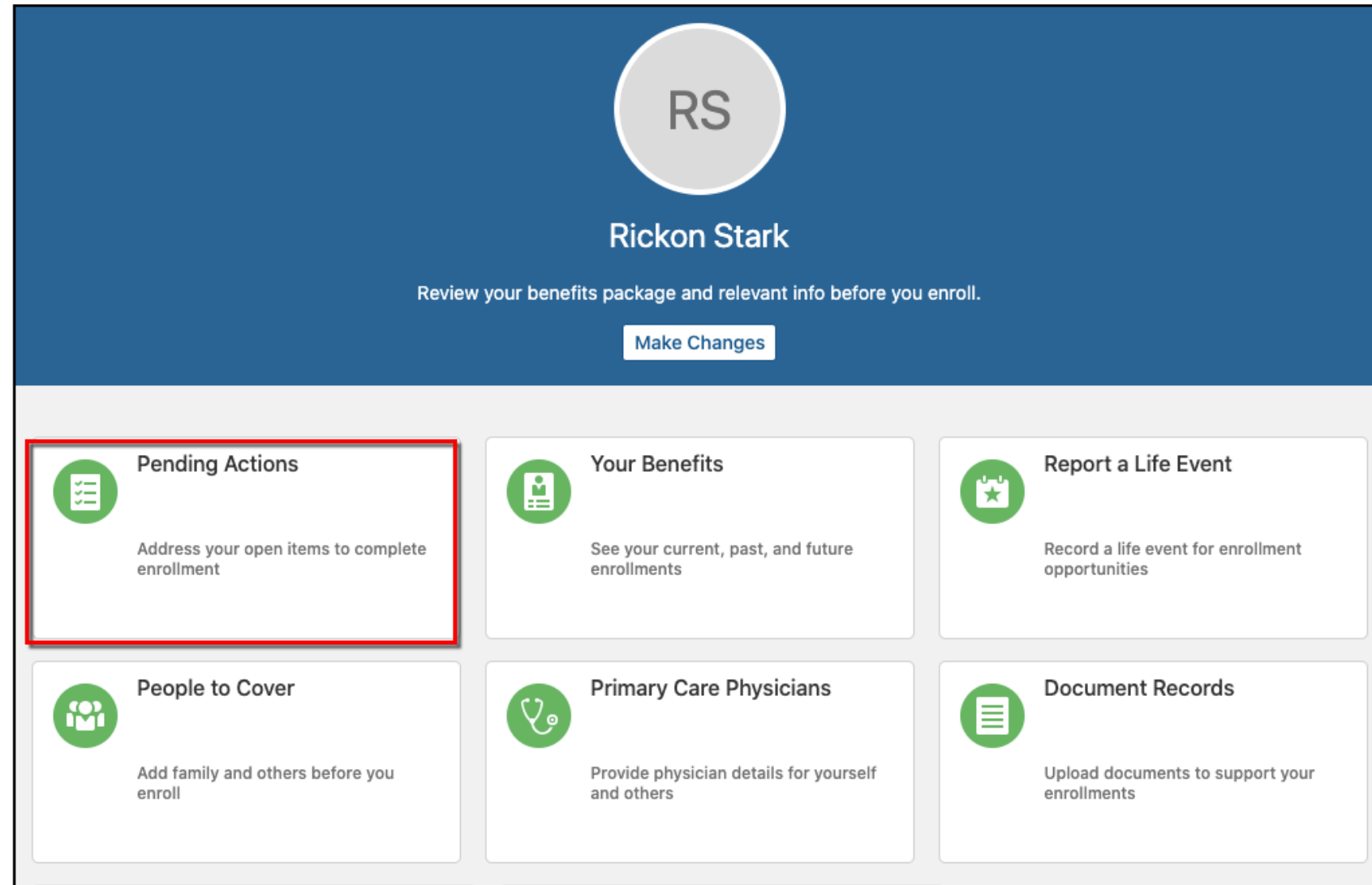
Edit



**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

24. Click **Pending Actions**



The screenshot shows a user interface for enrolling in benefits. At the top, there is a dark blue header with a circular profile picture containing the initials 'RS' and the name 'Rickon Stark'. Below the name, a message reads 'Review your benefits package and relevant info before you enroll.' and a 'Make Changes' button is visible. The main content area is a light gray grid of six white cards, each with a green icon and a title. The 'Pending Actions' card is highlighted with a red border. The cards are: 'Pending Actions' (checklist icon), 'Your Benefits' (person with document icon), 'Report a Life Event' (calendar icon), 'People to Cover' (group of people icon), 'Primary Care Physicians' (stethoscope icon), and 'Document Records' (document icon).

**Pending Actions**  
Address your open items to complete enrollment

**Your Benefits**  
See your current, past, and future enrollments

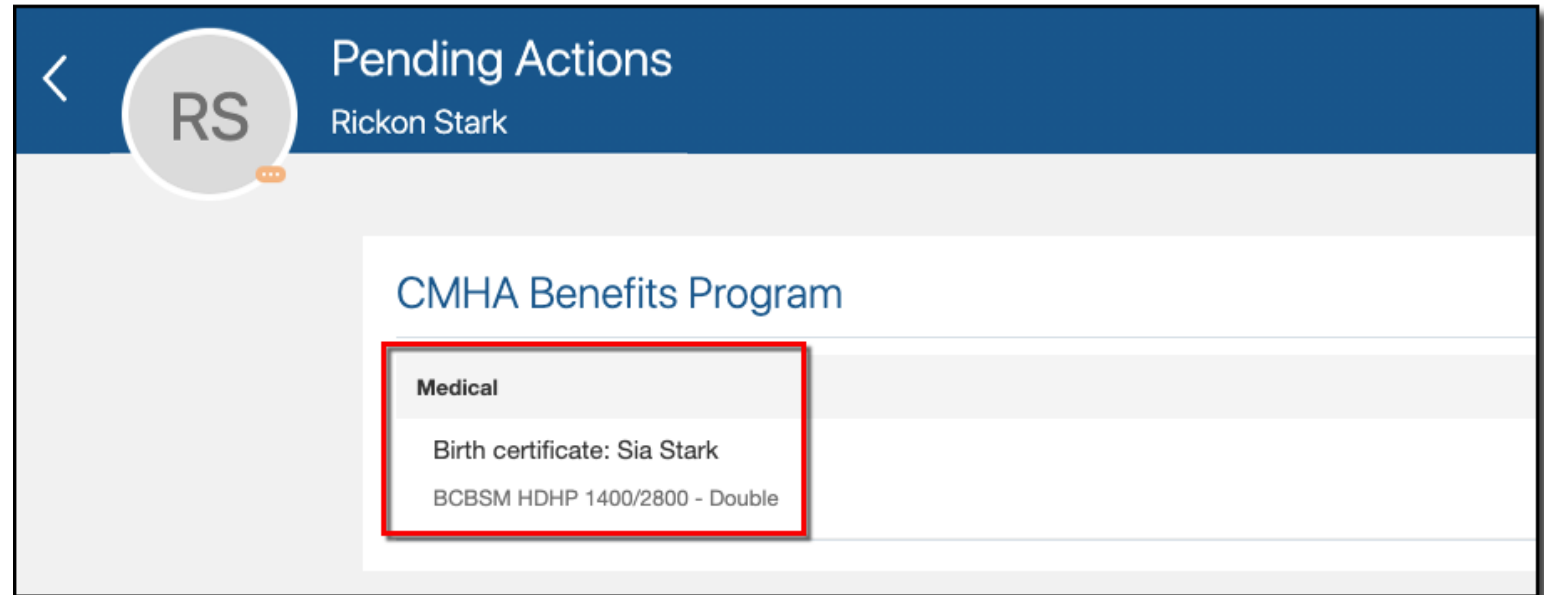
**Report a Life Event**  
Record a life event for enrollment opportunities

**People to Cover**  
Add family and others before you enroll

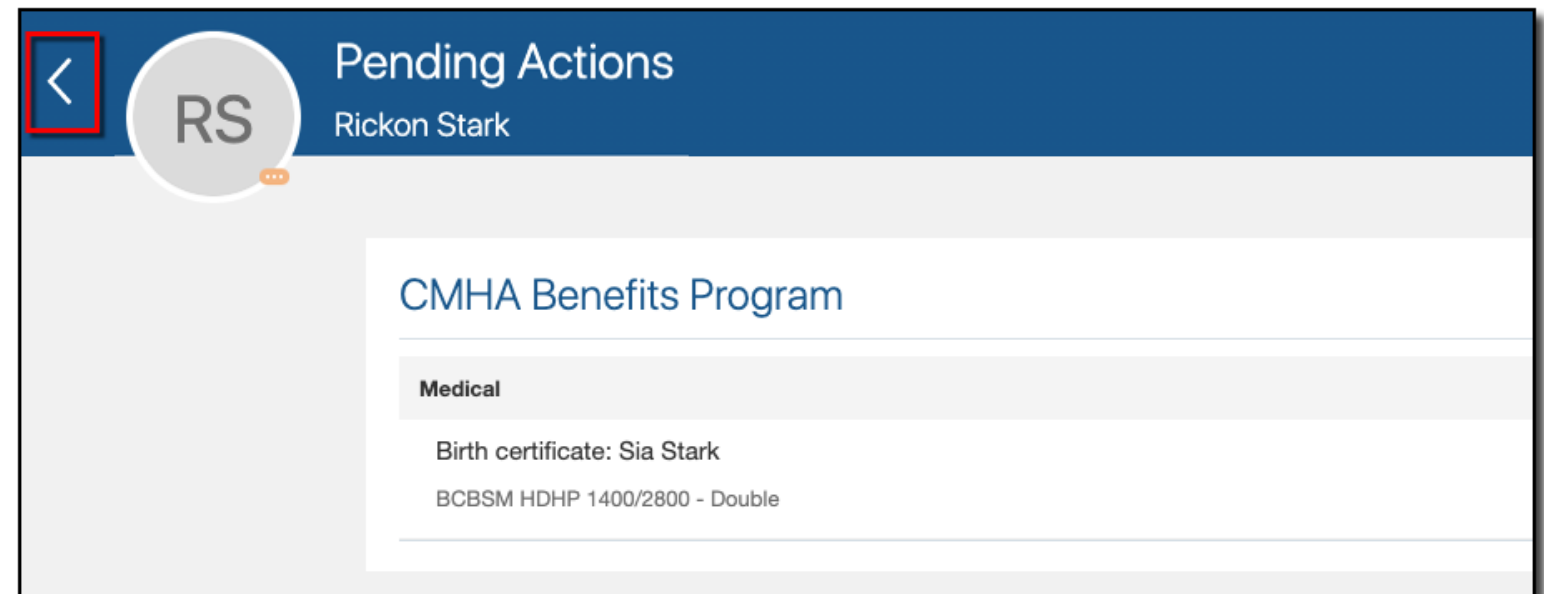
**Primary Care Physicians**  
Provide physician details for yourself and others

**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



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

26. Click **Document Records**

27. 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.

28. Enter all the necessary **document details**
29. Drag or upload the required **attachment**
30. Click **Submit**

## Add Document


Rickon Stark



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

### Document Details

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

### 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

31. 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	▾

### 32. 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

**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