

HRNAVIGATOR

BENEFITS NAVIGATOR OPEN ENROLLMENT INSTRUCTIONS

This year's annual benefits open enrollment period is November 6, 2017 through November 17, 2017; changes are effective January 1, 2018.

PRIOR TO ENROLLING ONLINE, you will need to have the following information available:

- Primary Care Physician (PCP) identification numbers for yourself and any covered dependents, if you are enrolling for the first time in the Enhanced or Core medical plans (there is no PCP requirement for the High Deductible PPO with HSA). To locate PCP identification numbers follow these steps:
 1. Go to: bluecrossma.com
 2. Click "Find a Doctor & Estimate Costs"
 3. Click "Go To Find A Doctor without logging in" to search providers
 4. The Network is "HMO Blue New England"
 5. PCP numbers in MA typically look like "700J12345"
- If you are adding a NEW dependent, you will need to upload the following qualified documentation:
 - Spouse - marriage certificate or the first page of your most recent 1040 tax return
 - Domestic Partner - Certification Form (found on HRM website)
 - Child- birth certificate, hospital statement of birth, or the first page of your most recent 1040 tax return
- Health Care and/or Dependent Care Flexible Spending Account annual contribution, if enrolling.

TO ENROLL ONLINE, follow the simple steps below:

1. Login to **myNEU** (<http://myneu.neu.edu/>)
2. Click on the **Services and Links** tab
3. Click the **Benefits Navigator** Link
4. This will open your personalized benefits page

myNEU Communications **Services and Links** Library

My Information

Your NUID is

HRM Benefits and Services

Employee Self-Service

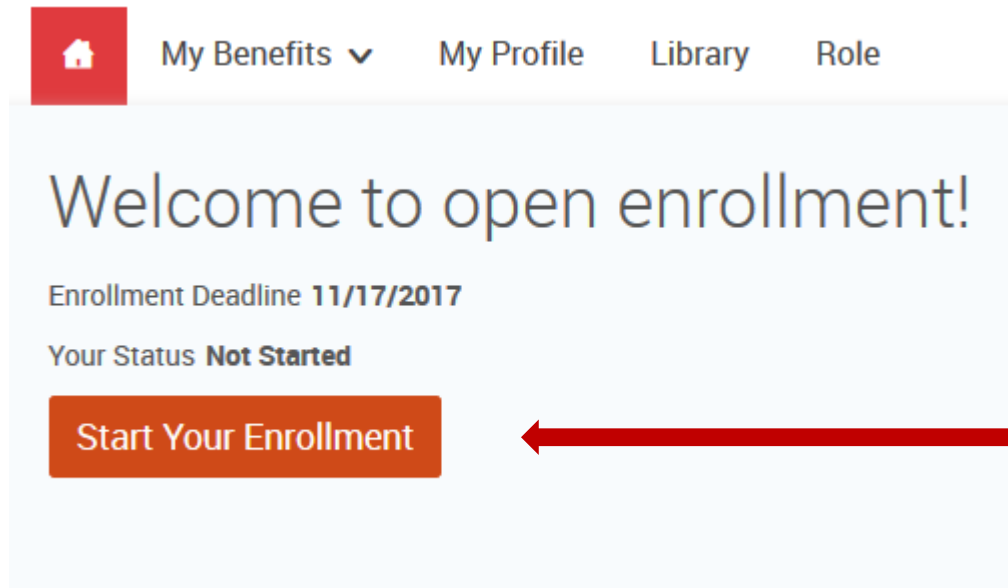
Enables you to update all personal information, including emergency contact information, and to view pay statements issued after January 1, 2012.

Benefits Navigator

Enables you to learn about many of the comprehensive benefits programs Northeastern provides and to view, enroll, compare and change specific benefits including Medical, Dental, Vision, Retirement Plan, Life and Disability Insurance, Reimbursement Accounts and Beneficiary Designations.

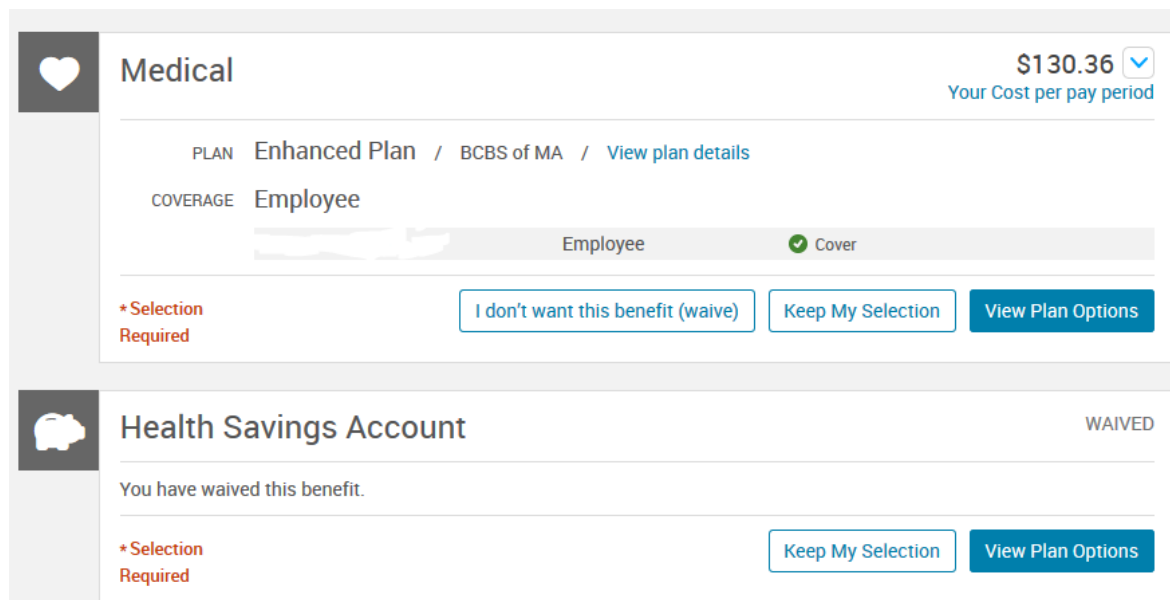
BEFORE YOU CLICK ON Open Enrollment, we encourage you to review important information within the [Open Enrollment 2018](#) panel prior to beginning online enrollment.

- Select the **Open Enrollment** button
- Follow the steps to verify your personal information, update dependent information (if applicable), and make your benefit elections.



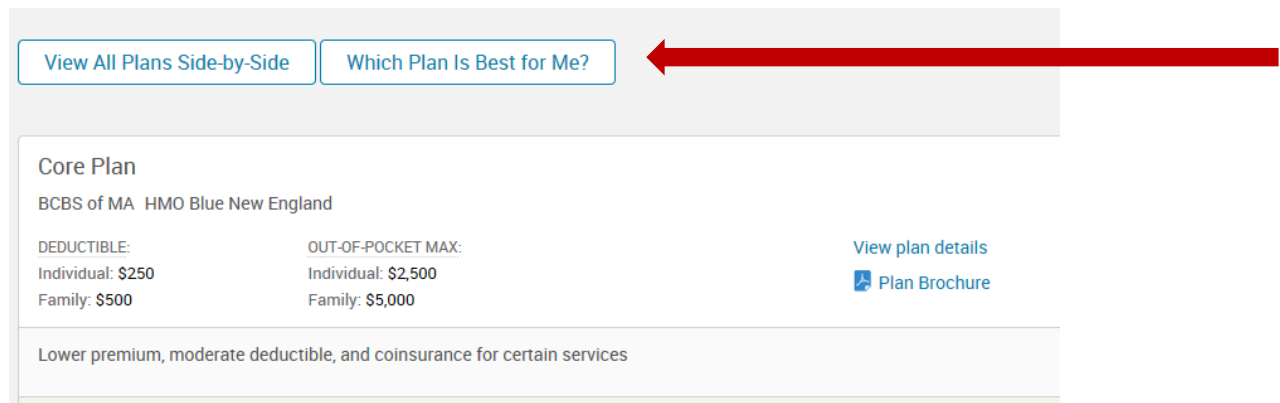
The screenshot shows the top navigation bar with a home icon, 'My Benefits' (with a dropdown arrow), 'My Profile', 'Library', and 'Role'. Below this is a large light blue banner with the text 'Welcome to open enrollment!' and 'Enrollment Deadline 11/17/2017'. Underneath, it says 'Your Status Not Started'. A prominent orange button labeled 'Start Your Enrollment' is on the left. A long red arrow points from the right towards this button.

- Review each of your benefit plans to ensure you have made the appropriate selections for plan year 2018 by selecting the **View Plan Options** button.



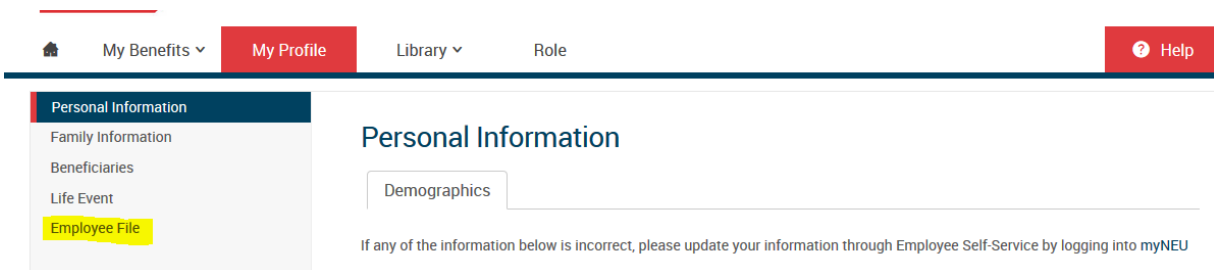
The screenshot displays two benefit sections. The 'Medical' section has a heart icon, shows a cost of '\$130.36' with a dropdown arrow, and states 'Your Cost per pay period'. It lists 'PLAN Enhanced Plan / BCBS of MA / View plan details' and 'COVERAGE Employee'. Below this, there's a progress bar for 'Employee' with a green checkmark and the word 'Cover'. At the bottom, it says '* Selection Required' and has three buttons: 'I don't want this benefit (waive)', 'Keep My Selection', and 'View Plan Options'. A red arrow points to the 'View Plan Options' button. The 'Health Savings Account' section has a piggy bank icon, shows 'WAIVED', and states 'You have waived this benefit.' It also has '* Selection Required' and two buttons: 'Keep My Selection' and 'View Plan Options'.

- Be sure to review all of the medical plan options by selecting the **Which Plan Is Best for Me?** button.



The screenshot shows a web interface with two buttons at the top: "View All Plans Side-by-Side" and "Which Plan Is Best for Me?". A red arrow points to the "Which Plan Is Best for Me?" button. Below the buttons, the "Core Plan" is displayed, including details for BCBS of MA HMO Blue New England, deductibles, and out-of-pocket maximums. A "View plan details" link and a "Plan Brochure" link are also visible.

- After having reviewed each benefit plan, you will select either the **Keep My Selection** or **I don't want this benefit (waive)** button.
- If you have enrolled in or increased your Optional Employee Life insurance or Optional Spouse/Domestic Partner Life insurance, you will be directed to complete an online Evidence of Insurability with Liberty Mutual once you have completed the open enrollment process. When Liberty Mutual approves the requested amount, the system will update and the new coverage amount will be reflected on your confirmation statement and in your pay check.
- If you are enrolling in the Core or Enhanced medical plan for the first time, you will be required to provide the Primary Care Physician (PCP) identification number for yourself and any covered dependents. Please review the instructions under "Prior to Enrolling Online" or call Blue Cross Blue Shield Member Services at 888.543.8770.
- *Please note: If you are covering any dependents on your medical, dental or vision plans, your enrollment will not be processed until appropriate documentation is uploaded to your Employee File on Benefits Navigator. To access your Employee File, select the My Profile tab. The Employee file link will be under the Personal Information column of the left side of the page:*



The screenshot shows the "My Profile" tab selected in the top navigation bar. The left sidebar contains a "Personal Information" section with links for "Family Information", "Beneficiaries", "Life Event", and "Employee File". The "Employee File" link is highlighted in yellow. The main content area shows the "Personal Information" section with a "Demographics" sub-section and a note: "If any of the information below is incorrect, please update your information through Employee Self-Service by logging into myNEU".

ONCE YOUR OPEN ENROLLMENT IS COMPLETE, please view and print your **2018 confirmation statement** for your records.

For questions regarding Benefits Navigator, please call the HRM Customer Service Center, 617.373.2230.