

## **BENEFITS NAVIGATOR ENROLLMENT INSTRUCTIONS**

Benefits Enrollment must be completed within 30 days of an employee's hire date or within 30 days of a qualifying life event.

**PRIOR TO ENROLLING ONLINE**, you should have the following information available:

- Dependent(s) Date(s) of Birth and Social Security Number(s)
- Primary Care Physician (PCP) identification numbers for yourself and any covered dependents, if you are enrolling in the Enhanced or Core medical plans (there is no PCP requirement for the High Deductible Health Plan OR the PPO Plan). To locate PCP identification numbers follow these steps:
  1. Click [here](#) to Find a Doctor on bluecrossma.com
  2. Click in the "Select Your Network field and select (HMO BLUE NEW ENGLAND) OR, if enrolled in High Deductible or PPO Plan (PPO or EPO)
  3. Enter your ZIP Code
  4. Enter the name of your doctor in the Search field OR
  5. Click Browse by Category, Select Medical Care, Primary Care Provider/Provider Choice and All
  6. Select your doctor
  7. PCP Numbers in MA typically look like "700J12345"
  8. Enter the PCP number into Benefits Navigator by following the steps below.
- Qualified Documentation for any covered dependents:
  - 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 pledge (for the rest of the calendar year), if enrolling.

**TO ENROLL ONLINE**, follow the simple steps below:

1. Login to **myNortheastern** (<http://my.northeastern.edu/>)
2. Click on **Services and Links**
3. In the **Jump To...** section, click on **HRM Benefits and Services**
4. Select the **Benefits Navigator** link
5. This will open your personalized benefits page

## HRM Benefits and Services

Benefits Navigator

Employee Self-Service

Fidelity

INB (Internet Native Banner)

Temporary Non-Student Hire Form

TIAA

Tuition Waiver Form

Commuter Benefit

Extra Compensation Request Form

Human Resources - Benefits

Payroll Distribution Change Form

Termination Form

Time Tracking

IF YOU ARE A NEW HIRE, you will have 30 days from your date of hire to complete the Benefits Navigator online enrollment process.

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

HRNAVIGATOR

SET YOUR COURSE

My Benefits ▾ My Profile Library ▾


# Welcome to your enrollment!

Enrollment Deadline 12/31/2023

Your Status **Not Started**

**Start Your Enrollment**


- If you are enrolling in the Core or Enhanced medical plan, you will be required to provide the Primary Care Physician (PCP) identification number for yourself and any covered dependents. Please review the instructions noted above 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:*

 My Benefits ▾

**My Profile**

Library ▾

Role

 Help

Personal Information

Family Information

Beneficiaries

Life Event

**Employee File**

## Personal Information

Demographics

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If any of the information below is incorrect, please update your information through Employee Self-Service by logging into **myNEU**

- Once complete, you can view and print your **confirmation statement** for your records.

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