

BENEFITS NAVIGATOR OPEN ENROLLMENT INSTRUCTIONS

This year's annual benefits open enrollment period is October 24, 2022 through November 4, 2022 with changes effective January 1, 2023.

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

- Dependent(s) Date(s) of Birth and Social Security Number(s)
- 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 the HR Service Center)
 - Childbirth 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, if enrolling.

TO ENROLL ONLINE, follow the simple steps below:

1. Login to **myNortheastern**
2. Click on **Services and Links**
3. Go to **HR Benefits and Services**
4. Click the **Benefits Navigator** Link

HR Benefits & Services

[Apply for Parking](#)
Benefits Navigator



Human Resources - Benefits
Interfolio Faculty Review, Promotion and Tenure

BEFORE YOU CLICK ON Open Enrollment, we encourage you to review important information within the [Open Enrollment 2023](#) webpage prior to beginning online enrollment.

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

Welcome to Open Enrollment!

Enrollment Deadline **11/4/2022**

Your Status **Not Started**

[Start Your Enrollment](#)



- Review each of your benefit plans to ensure you have made the appropriate selections for plan year 2023 by selecting the **View Plan Options** button.

Medical \$303.38 Your Cost per pay period

PLAN **Core Plan** / BCBS of MA / [View plan details](#)

COVERAGE **Employee + Spouse**

Employee	✓ Cover
Spouse	✓ Cover

✓ Completed

[I don't want this benefit \(waive\)](#) [View Plan Options](#)

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

[View All Plans Side-by-Side](#) [Which Plan Is Best for Me?](#)

Core Plan | BCBS of MA Blue Care Elect Preferred PPO | BCBS of MA

DEDUCTIBLE: Individual: \$250 Family: \$500

OUT-OF-POCKET MAX: Individual: \$2,500 Family: \$5,000

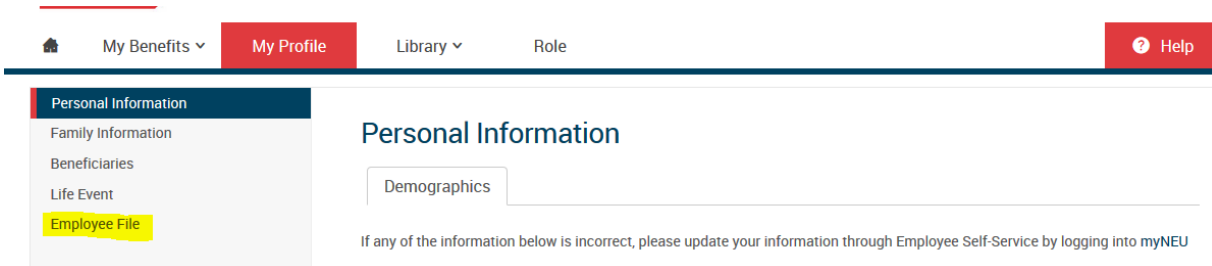
[View plan details](#)

Lower premium, moderate deductible, and coinsurance for certain services

- After having reviewed each benefit plan, you will select either the **Select, 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 Lincoln Financial, if required, once you have completed the open enrollment process. When Lincoln Financial approves the

requested amount, the system will update, and the new coverage amount will be reflected on your confirmation statement and in your paycheck.

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:



ONCE YOUR OPEN ENROLLMENT IS COMPLETE, please view and print your **2023 confirmation statement** for your records.

HOW TO FIND A DOCTOR IN-NETWORK

1. Click here to [Find a Doctor](http://www.myfindadoctor.bluecrossma.com) on www.myfindadoctor.bluecrossma.com
2. Click **'PPO or EPO'** in the 'Network' box.
3. It's recommended that you enter your ZIP Code in 'City, state or zip' box
4. Click in 'Browse by Category' box, click 'Medical Care' and then select your sub-category to find a doctor near you.
 - **Note: You can also type directly into the 'Search for Names and Specialties' box.**
5. Once you have filled in each search requirement, the page will automatically load in-network providers within 25 miles of your zip code.

 MASSACHUSETTS

Browse by Category ▼

 Search for Names and Specialties

Network
PPO or EPO ▼

City, state or zip
Boston, MA — 02120

Log In

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