

HRNAVIGATOR

BENEFITS NAVIGATOR OPEN ENROLLMENT INSTRUCTIONS

This year's annual benefits open enrollment period is November 5, 2018 through November 16, 2018 with changes effective January 1, 2019.

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

HRM Benefits & Services

Apply for Parking
Benefits Navigator
Campus Calendar
Campus Recreation Membership Payroll Deduction
Commuter Benefit
Conflict of Interest Form
Employee Discounts
Employee Self-Service Banner
Extra Compensation Request Form
Faculty/Staff Phonebook
Fidelity Retirement Plans
Hiring Tool Kit



BEFORE YOU CLICK ON Open Enrollment, we encourage you to review important information within the Open Enrollment 2019 panel 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 **11/16/2018**

Your Status **Not Started**

Start Your Enrollment



- Review each of your benefit plans to ensure you have made the appropriate selections for plan year 2019 by selecting the **View Plan Options** button.

Medical

\$130.36
Your Cost per pay period

PLAN

Enhanced Plan / BCBS of MA / [View plan details](#)

COVERAGE

Employee

Employee

Cover

* Selection
Required

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

[Keep My Selection](#)

[View Plan Options](#)

Health Savings Account

WAIVED

You have waived this benefit.

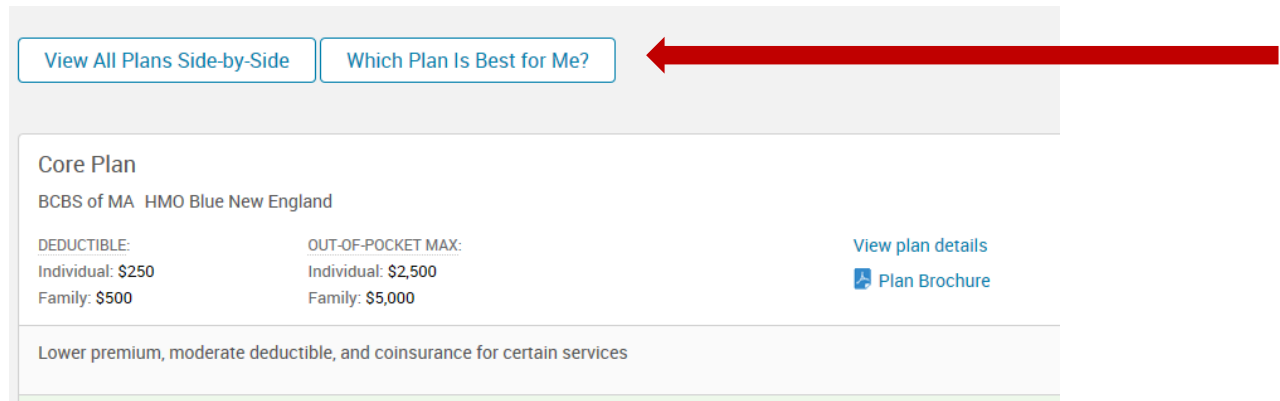
* Selection
Required

[Keep My Selection](#)

[View Plan Options](#)

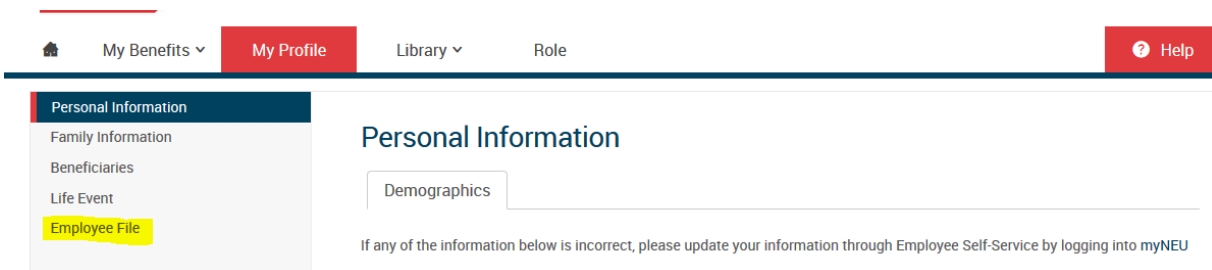


- Be sure to review all of the medical plan options by selecting the **Which Plan Is Best for Me?** button.



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, deductible amounts (\$250 individual, \$500 family), and out-of-pocket maximums (\$2,500 individual, \$5,000 family). Links for "View plan details" and "Plan Brochure" 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 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 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 list of links: "Personal Information", "Family Information", "Beneficiaries", "Life Event", and "Employee File". The "Employee File" link is highlighted in yellow. The main content area is titled "Personal Information" and includes a "Demographics" section. A note at the bottom states: "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 **2019 confirmation statement** for your records.

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