

INSTRUCTIONS FOR ONLINE BENEFITS ENROLLMENT

Before you begin, please determine which benefits you plan to elect for 2013. As a reminder:

- **If you plan to maintain the same medical, dental, and/or Supplemental Life Insurance coverage, no action is required by you.**
- To participate in the Health Care Reimbursement Account and/or the Dependent Care Reimbursement Account, you must re-enroll.
- You must enroll, re-enroll, review, and/or change your beneficiary(ies) and provide the required documentation by November 30, 2012.
- The online enrollment process takes approximately 15 minutes.

To get started:

- Go to myNEU.
- Enter your username and password.
- Click on the **Services and Links** tab.
- Click on **Benefits Open Enrollment**.

The welcome screen provides instructions and displays your current benefit elections at the bottom of the screen.

Medical and Dental

- If you want to change your medical or dental plan, click on **Medical/Dental** and make your election.
- You can also view and update the covered dependents on your plan.
- *To enroll a new dependent, you must provide HRM with the required documentation by November 30, 2012.*
- A green check mark indicates your elections have been made.

Life Insurance

- To review your life insurance, click **Life Insurance** or, from the *Medical/Dental* page, click on the **Continue Enrollment** box.
- Please note: Life insurance is calculated based on your salary and age as of January 1, 2012. Amounts will be updated on January 1, 2013, to reflect changes.
- Please take this opportunity to review and, if needed, update your **Beneficiary Allocations** to ensure accuracy.
- A green check mark indicates your elections have been made.

Flexible Spending Accounts

- *To participate in the Health Care Reimbursement Account and/or the Dependent Care Reimbursement Account, you must re-enroll; your 2012 election amounts do not carry forward.*
- To enroll in the Health Care Reimbursement Account and/or the Dependent Care Reimbursement Account, click **Flex Spending Accounts** or, from the **Life Insurance** page, click on the **Continue Enrollment** box.
- Click on the account(s) and enter a dollar amount.
- After you have completed this section, select Benefits Open Enrollment to return to the main page to confirm and submit your 2013 elections.

Confirm and Submit Your 2013 Elections

- When you have completed your elections, click the **Finish Enrollment** box.
- After you review your elections, click **Confirm Enrollment**, which completes the process.
- You will be prompted to print your 2013 open enrollment benefit elections; keep this confirmation for your records.



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