

Open Enrollment
Plan Year November 1, 2009 – October 31, 2010

Online Enrollment Instructions

I. Overview

Online enrollment is available again through PeopleSoft starting September 14, 2009. You may know it as Virtual Bryn Mawr or Virtual Registrar.

Quick Hints

- **If you make any of the changes to your coverage listed below, you MUST complete paper enrollment forms for the insurance carriers. Contact Human Resources for these forms.**
 - Changing your medical coverage level. For example, single to family.
 - Changing from a Personal Choice plan to a Keystone plan.
 - Changing your dental coverage level – adding or deleting a dependent.
 - Increasing your supplemental life insurance coverage.
- You should receive a paper **Confirmation Form** through campus mail from Human Resources about five business days after you complete your online enrollment. Please contact us if you don't receive this form or if the elections are not correct.
- You will have to go through several verification screens before the final submit. Make sure you see the final confirmation screen indicating your elections have been submitted before logging off.
- You can make your elections from any computer with Internet access. If you use a public computer, such as in a lab, a café, or the library, make sure you close the browser or clear the cache to safeguard your personal information when you're done.
- General information about Open Enrollment, including a full rate sheet, will be available at the Human Resources web site, www.brynmawr.edu/humanresources. You will also find a link to PeopleSoft.

II. Getting help

If you need assistance with logging into your PeopleSoft account, please contact the Computing Services Help Desk at x7440. Your User ID and Password should be the same as for your email.

For general assistance and questions about making your elections, please call or e-mail:

Kris Twesme, HRIS Manager
ktwesme@brynmawr.edu
extension 7845

OR

Mary Eldon, Benefits Coordinator
meldon@brynmawr.edu
extension 5219

III. Logging in

- Open a web browser.
- Navigate to oscar.brynmawr.edu and click on the "Sign In" button under the "Virtual Bryn Mawr" heading. Enter your User ID and Password. Click the Sign In button.

IV. Getting to Online Enrollment

Look for the menu item labeled **Self Service** on the left of the screen and click on the link. Use the following navigation, clicking on the links in each successive menu:

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1. Benefits
2. Benefits Enrollment

V. Starting Your Elections

If you do not have an Open Enrollment “event” available, contact Human Resources (Section II).

Click the **Select** button. It may take a few minutes to load your options. Your current elections are shown. If an option is available for you to change, you’ll see a yellow **Edit** button next to it. The rates shown are **per pay period**.

A summary is all the way at the bottom of the page. Flexible Spending elections may be shown but are not available to change. They are there to give a more complete picture of your total benefits cost.

VI. Elections – No Changes

If your elections are correct as-is, choose the **I Have No Changes** button. A page titled “Submit Benefit Choices” will load. If you’ve made a mistake, click **Cancel**.

If you’re ready to finalize your elections, click **Submit**. When you see the page titled “Submit Confirmation”, you know your elections have been submitted to Human Resources. If you’re finished, click **Sign Out** in the upper right-hand corner of the screen.

VII. Elections – Changes

If you want to change any of your elections, click the **Edit** button next to that benefit from the Benefits Enrollment – Open Enrollment page. All of your available plan options will show on the next screen. The **Overview of all Plans** link brings up a grid where you can quickly compare costs.

- A. Choose a plan by clicking in the radio button.
- B. Enroll or remove dependents at the bottom of the page. Check the **Enroll** box to select or deselect dependents for coverage. We store information only about covered dependents. We do **not** maintain information online about your life insurance or retirement account beneficiaries. Update and/or add dependents as necessary.
- C. Click the **Continue** button to hold these choices. You will see a screen verifying your selection. If these choices are correct, click the **OK** button. If you need to change them, click the **Edit** button. When you click the **OK** button, you will be brought back to the first Benefits Enrollment – Open Enrollment screen.
- D. Once you have made all your changes, click the **Submit** button.
- E. You will get a final chance to edit or cancel your elections at the next screen titled Benefits Enrollment – Submit Benefit Choices. If you need to make any changes, click the **Cancel** button. If you’re ready to send your elections to Human Resources, click the **Submit** button.

Special Note

Employees who **waive** their coverage will still need to provide their alternative coverage information on paper. You’re welcome to use the online enrollment system, but please also complete the paper form OR email the required information to Mary Eldon.