Step-by-Step Benefits Enrollment Instructions
(Google Chrome is recommended browser)

1. Go to https://hr.unca.edu/benefits-enrollment, and click Benefits Enrollment.

2. Use or enter your university Username and Password to login. Depending on your browser, you will see one of these images:

   [Image of username and password input fields]

   OR

   [Image of UNC Asheville sign in page]
3. You will be directed to this page. Click **Enroll Now!**

4. Click the **Get started** button to begin making your benefit elections.
5. Be sure you are under the Open Enrollment tab which will be highlighted in yellow do not click on it instead Scroll Down.

Open Enrollment Benefits

All active and Non-Medicare members were moved to the 70/30 Plan for the 2019 benefit year. If you prefer to enroll in the 80/20 Plan, **YOU MUST TAKE ACTION**. If you want to reduce your monthly premium by $60 for either plan, **YOU MUST TAKE ACTION** by October 31, 2018. When you have completed your enrollment you MUST click SAVE and print your Confirmation Statement. A green congratulations message will appear when you have successfully completed your enrollment.

6. If you want to select the 80/20 medical plan you need to click on Edit Coverage under 1. Your Medical coverage. If you want to remain in the 70/30 medical plan you still select edit coverage to get to the tobacco attestation.
7. Select the reason for changing your medical coverage (if during October 1-October 31, 2018) you would select Open Enrollment. Click Next.

Medical
Please select a reason for changing your benefit coverage.

- Loss of other coverage
- Open Enrollment
- Life or family change (ex. Marriage, birth, death, loss of other coverage, etc.)

You must have a qualifying life or family change to change coverage.

Note: All changes to your benefits must be approved by your Health Benefits Representative before they become effective.

8. You will see an Action Required reminder about completing open enrollment before October 31, 2018. Click Close.

ACTION REQUIRED: Open Enrollment Sept 29-Oct 31, 2018

All active and Non-Medicare members were moved to the 70/30 Plan for the 2019 benefit year. If you prefer to enroll in the 80/20 Plan, **YOU MUST TAKE ACTION**. If you want to reduce your monthly premium by $60 for either plan, **YOU MUST TAKE ACTION** by October 31, 2018.

When you have completed your enrollment you MUST click SAVE! A green congratulations message will appear when you have successfully completed your enrollment selection.

Close
9. If you want to enroll in the 80/20 medical plan you need to click on Select Plan underneath the 80/20 plan. If you want to enroll in the 70/30 plan you do not need to do anything, Click Next.

10. Complete the tobacco attestation, and click Next. Reminder: if you are a tobacco user and you agree to visit a CVS Minute Clinic (by January 30, 2019) the voucher will be mailed to you in November.

Tobacco Attestation (Worth $60 Premium Credit)

I attest that I am NOT a tobacco user, or if I am a tobacco user, I agree to visit a CVS Minute Clinic for at least one tobacco cessation counseling session. (Please note: You may lose your individual $60 monthly premium credit if you do not visit a CVS Minute Clinic 90 days after the last day of Open Enrollment or from your initial enrollment date.) As part of this attestation, I understand that making a false statement, representation or attestation could result in my termination from State Health Plan coverage. I also agree to cooperate with the Plan in any efforts to verify my tobacco status.

Select the appropriate response below:

- I am NOT a tobacco user.
- I am a tobacco user. BUT I agree to visit a CVS Minute Clinic for at least one tobacco cessation counseling session within 90 days after the last day of Open Enrollment or from my initial enrollment date.
- I am a tobacco user.
11. Review your Medical summary. Click Save.

12. Proceed to enroll with any of the NCFlex benefits by clicking Begin enrollment or Decline Coverage.
13. Select the reason for changing your NC flex coverage (if during October 1-October 31, 2018) you would select Open Enrollment. Click **Next**.

**NCFlex Health FSA**

Please select a reason for changing your benefit coverage.

- You are making a change to benefit elections. Why are you making this change?
  - Open Enrollment
  - Life or family change (e.g., marriage, birth, death, loss of other coverage, etc.)

You must have a qualifying life or family change to change coverage.

*Note: All changes to your benefits must be approved by your Health Benefits Representative before they become effective.*


14. Remember to scroll down to hit the Save button after each benefit change.

**2019 NCFlex Flexible Spending Accounts Summary**

Your 2019 NCFlex Flexible Spending Accounts benefit summary is shown. Click *Edit*. Please note that your benefits have not been saved. You need to click the *Save* button to save your changes.

**NCFlex Health FSA**

- Coverage Declined as of 01/01/2019

[Button] Edit coverage

**Dependent Day Care FSA**

- Coverage Declined as of 01/01/2019

[Button] Edit coverage

[Button] Save  [Button] Cancel
15. If you decide to contribute to Flexible Spending Account (FSA), complete the contribution amount for the calendar year. (Format: 1999.99 – do not use comma “,”) Click Next.

How much money do you want to contribute to your NCFlex Health FSA account?

You can contribute between $120.00 and $2,650.00 per plan year.

<table>
<thead>
<tr>
<th>Contribution Amount</th>
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<tbody>
<tr>
<td>600.00</td>
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The amount you enter will be divided into individual deductions over the remainder of the year.

16. Proceed with other options. You will be prompted to Save your elections from time to time.

Running Cost Summary to show your open enrollment elected benefits!

17. Review all options and make edits as needed. Complete your enrollment by clicking Complete Enrollment button. If your enrollment is incomplete, you will be prompted to complete it.
18. **Your enrollment is complete** when you see this page:

If you have any questions please call Melanie Johnson, Benefits Specialist, 828-250-2344 or the Office Human Resources 828-251-6605.