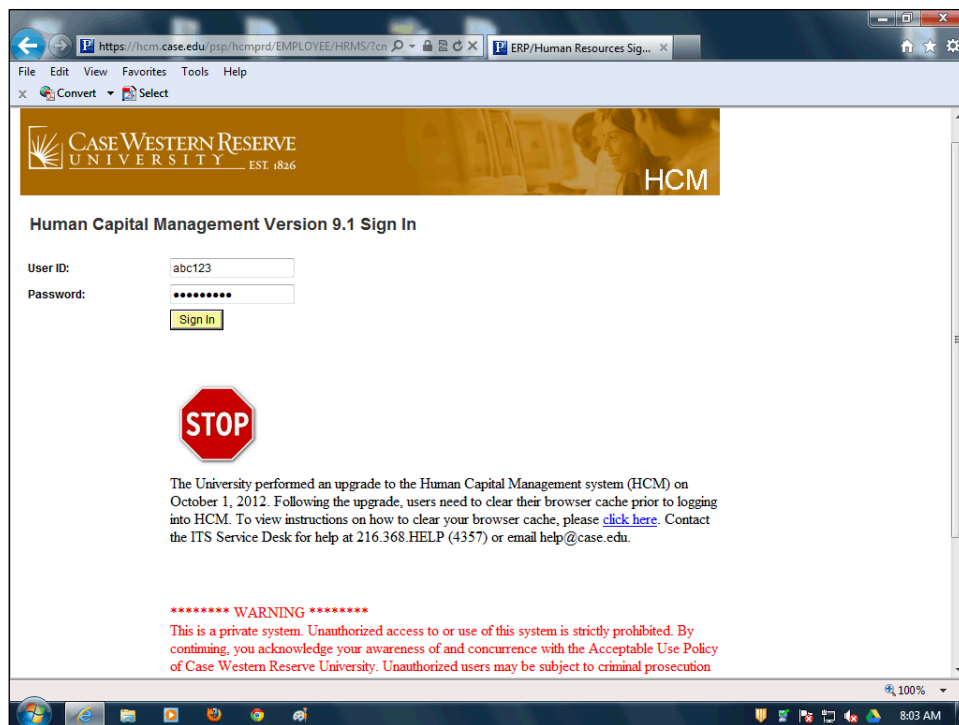


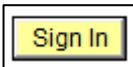
Benefits Enrollment

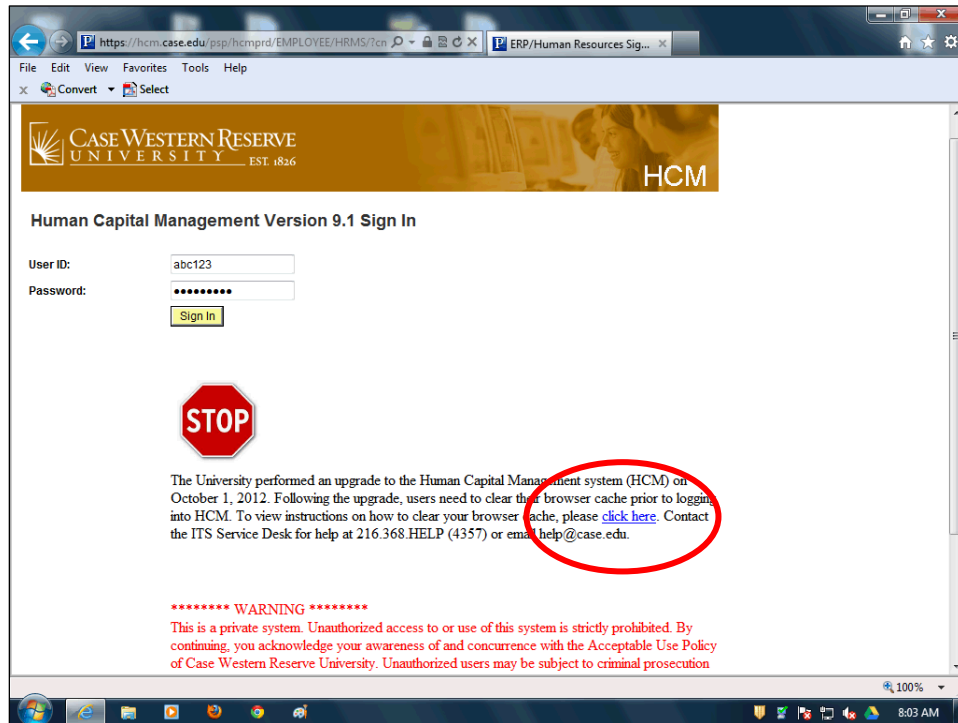
Procedure

Before you can begin, you must know your CWRU Network ID and password in order to access the PeopleSoft Human Capital Management (HCM) system. For best results when making your Benelect elections, we suggest using Internet Explorer as your web browser to access the HCM system.

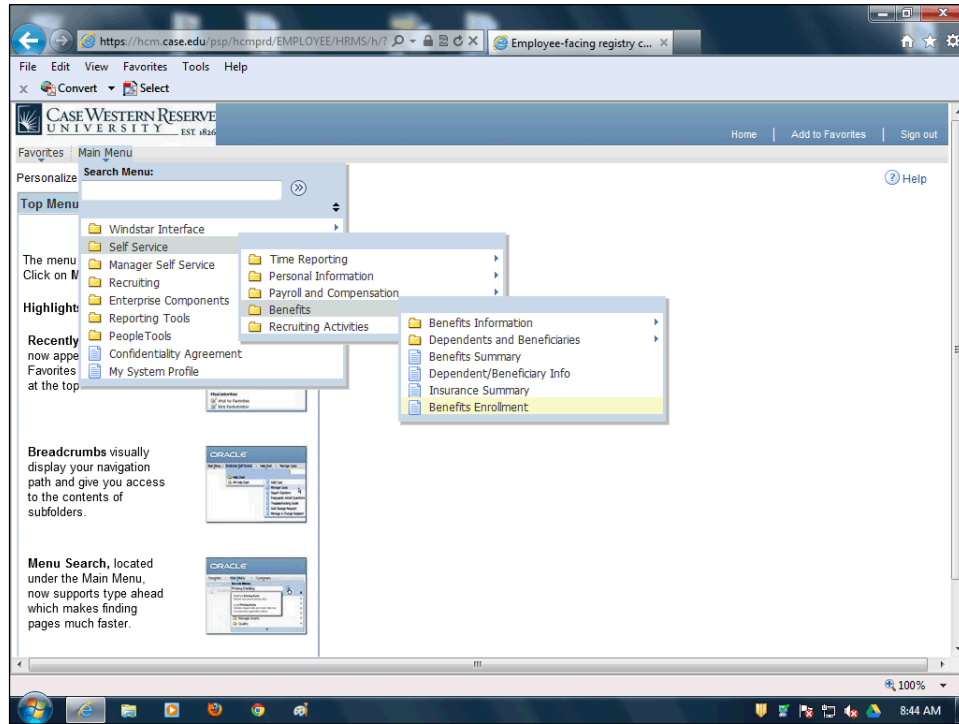
For assistance with your CWRU network ID and associated password, please contact the Help Desk at 216-368-HELP (4357) or online at help.case.edu.




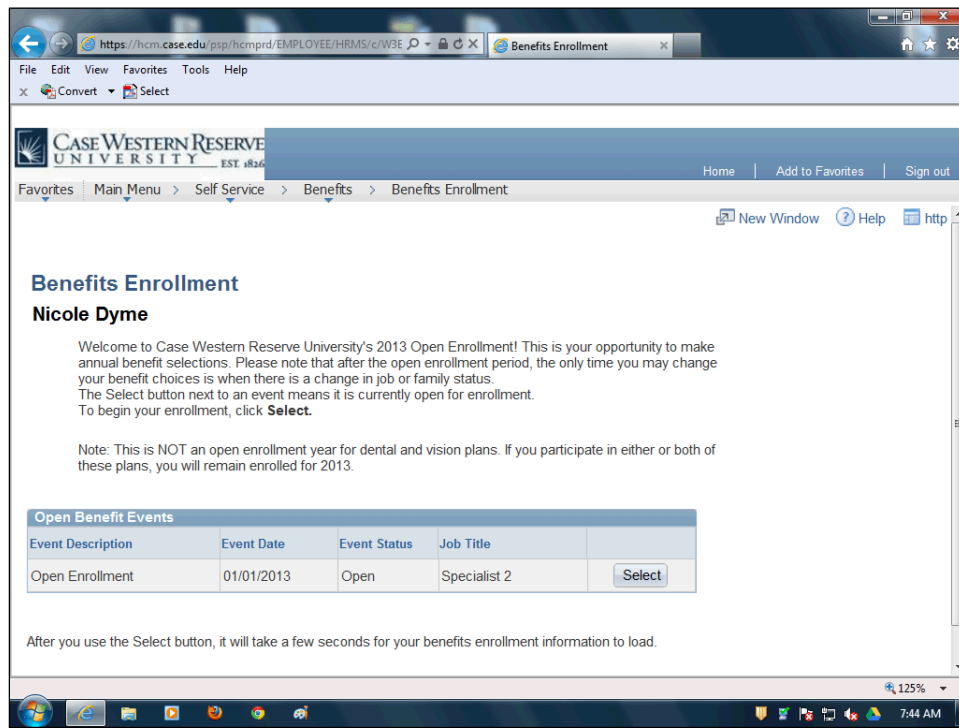
Step	Action
1.	<p>The HCM system can be accessed from any computer that has internet access, either on or off campus.</p> <p>Navigate to case.edu/hcm, enter your CWRU Network ID and password and then click the Sign In button to access HCM.</p>  <p>Note: You can also use the “HCM System Login” link located at the bottom of the Human Resources home page at hr.case.edu.</p>



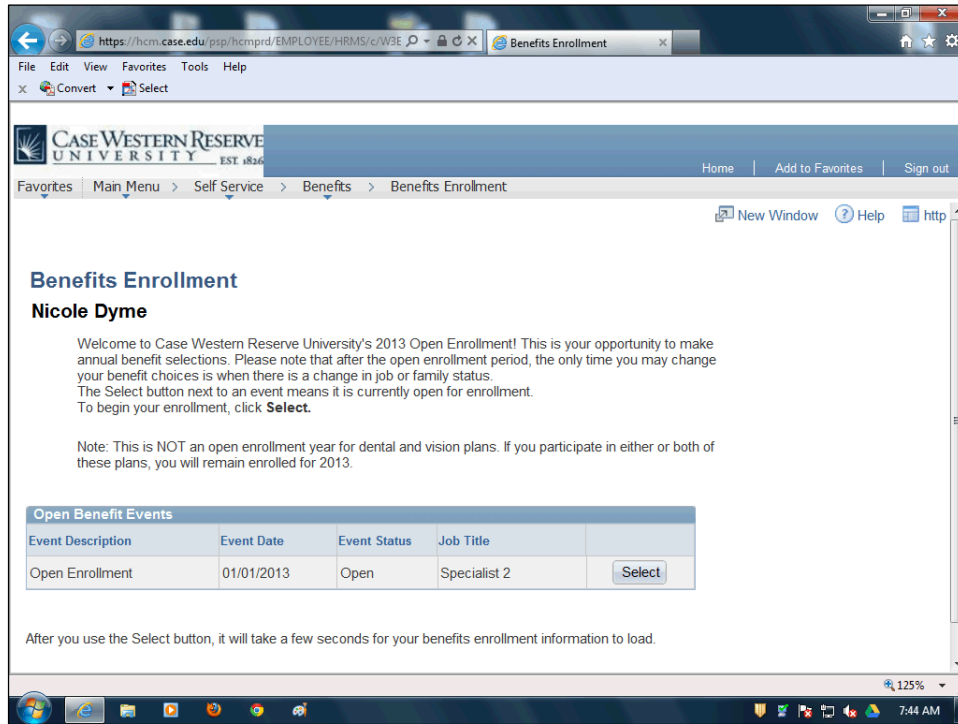
Step	Action
2.	<p>It is recommended that users clear their browser cache prior to logging in to the HCM system.</p> <p>To view instructions on how to clear your browser cache, use the click here link from the HCM sign in page.</p>



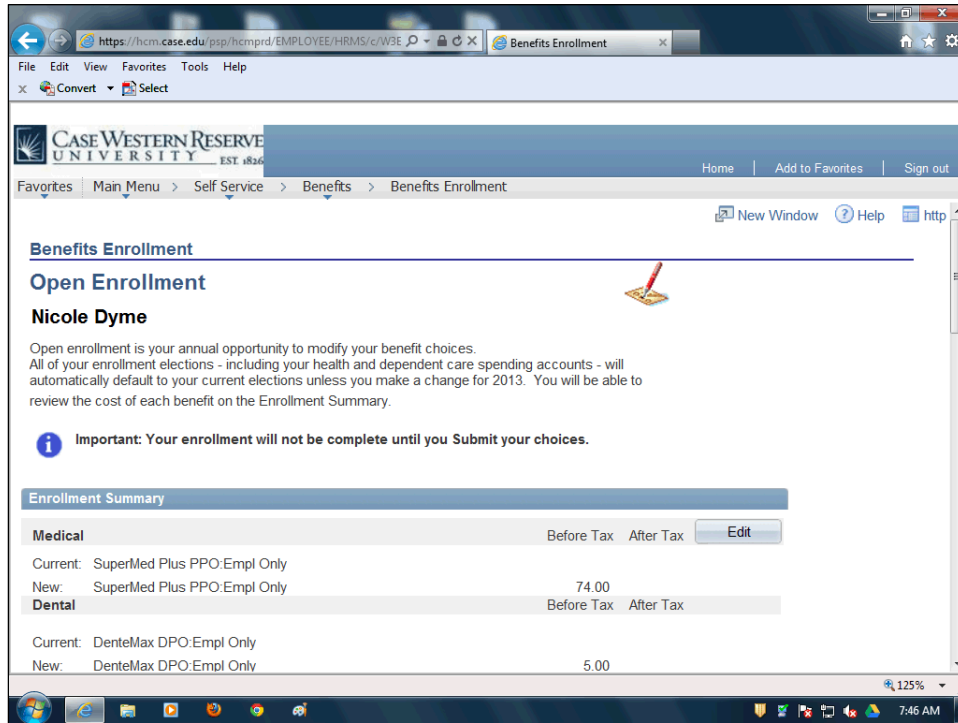
Step	Action
3.	<p><u>Accessing HCM and Benelect Enrollment</u></p> <p>After logging in to HCM, click on the Self Service link to access your information and then click the Benefits link to bring up the benefits section.</p> <p>You may click on Benefits Summary to view a summary of your current benefit elections prior to making your Benelect choices.</p> <p>Select Benefits Enrollment to begin Open Enrollment.</p> <div data-bbox="370 1696 669 1745" style="border: 1px solid black; padding: 2px; display: inline-block;">  Benefits Enrollment </div>



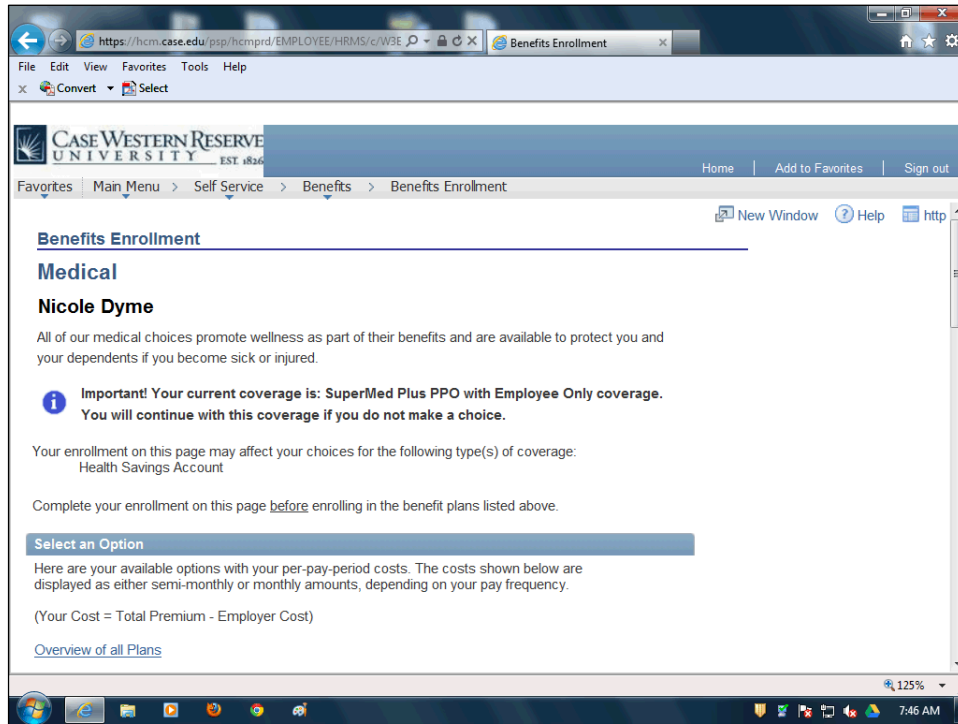
Step	Action
4.	<p data-bbox="370 1161 922 1192"><u>Making Your Benelect Elections Online</u></p> <p data-bbox="370 1245 1349 1318">The HCM System allows you to directly enter your Benelect choices online making the enrollment process fast and accurate.</p> <p data-bbox="370 1371 1349 1528">Open enrollment will be available in HCM from November 12, 2012 at 7:00 am through November 30, 2012 at 8:00 pm. If you encounter problems with the HCM system, please contact the Help Desk at 216-368-HELP (4357) or online at help.case.edu.</p> <p data-bbox="370 1581 1349 1822">When making benefit elections, it is important to make sure that all steps in the enrollment process are properly completed. If you log out before the final action of submitting benefit choices, your Benelect elections will not be recorded in HCM and your current year Benelect elections will default to your previous year elections (including your Flexible Spending Account contributions).</p>



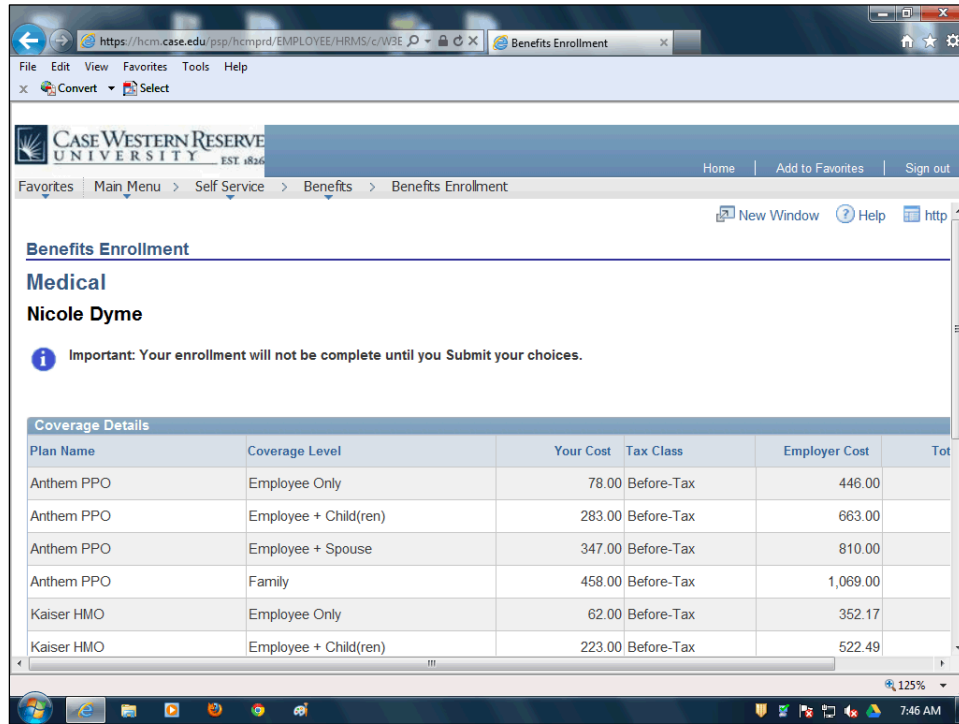
Step	Action
5.	<p>When the Select button appears next to an event, then it is currently open for enrollment.</p> <p>Click the Select button to begin.</p> <div style="border: 1px solid gray; padding: 5px; display: inline-block; margin-top: 10px;">Select</div>



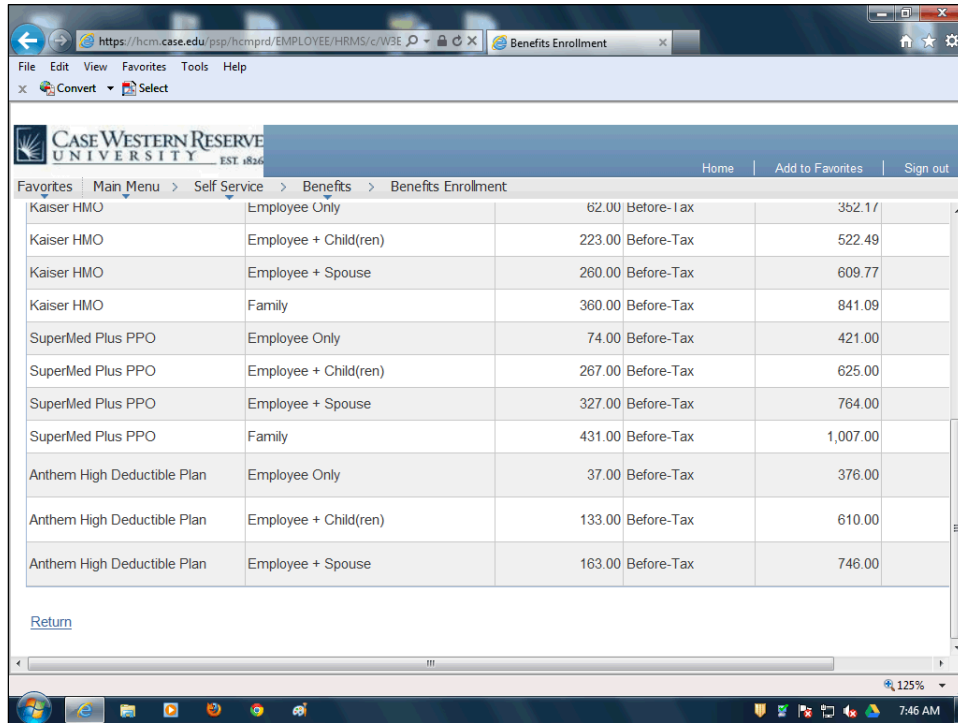
Step	Action
6.	<p>The Open Enrollment page appears.</p> <p>Note: Your enrollment will not be complete until you submit your choices. You may use the scroll bar to browse your Enrollment Summary page.</p> <p>Click the Edit button to update an item.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p style="text-align: center;">Edit</p> </div>



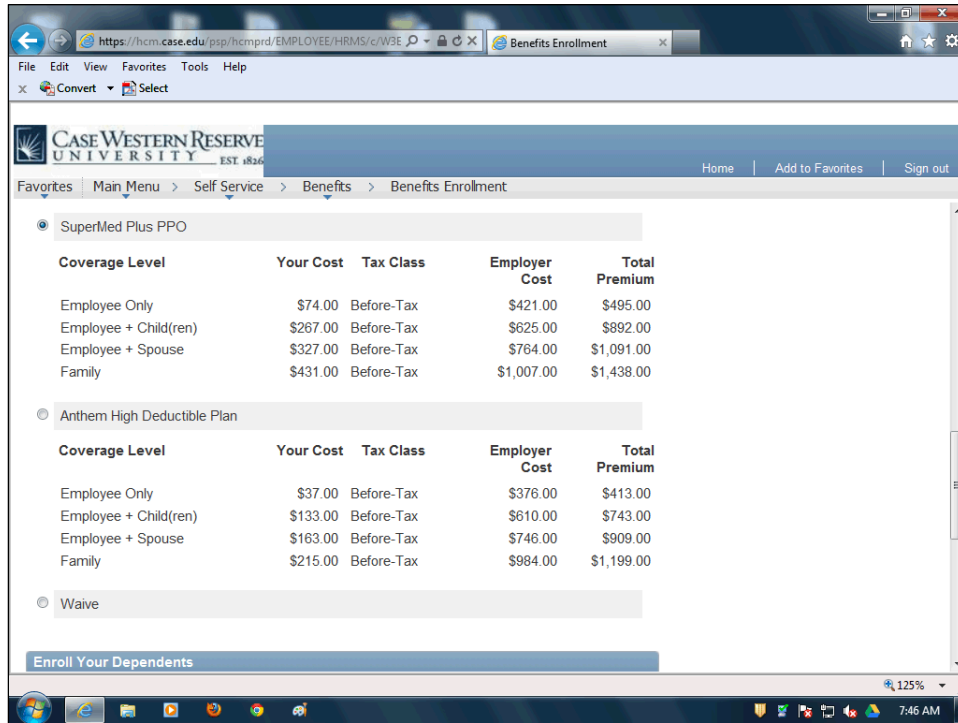
Step	Action
7.	You may click the Overview of all Plans link to view the options for your plan. <div style="border: 1px solid black; padding: 5px; margin-top: 10px; display: inline-block;"> Overview of all Plans </div>



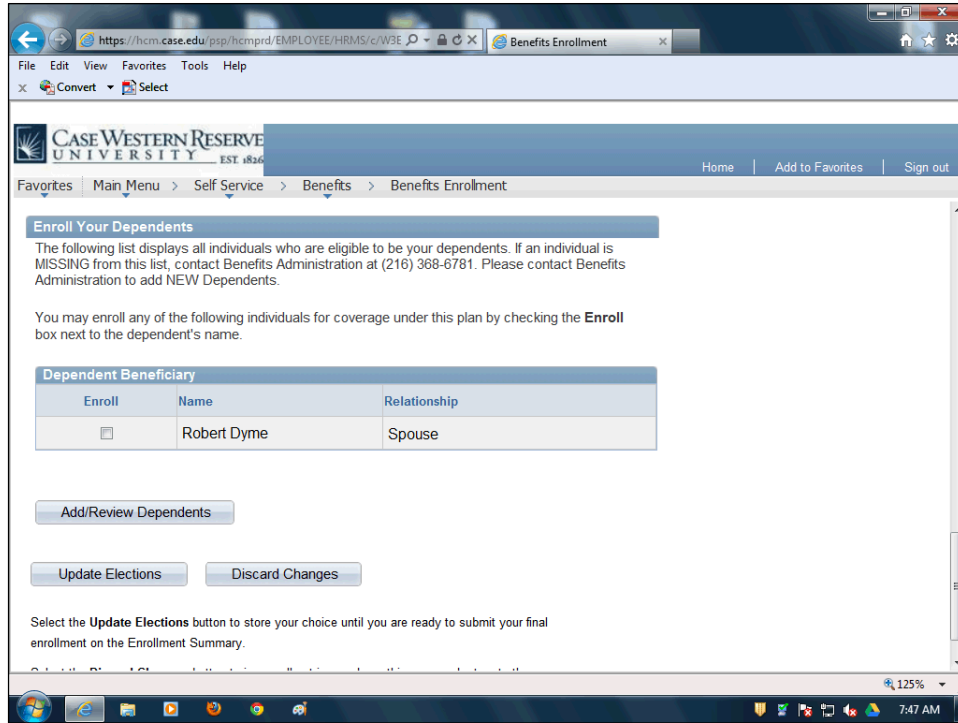
Step	Action
8.	<p>The Benefits Enrollment options for your plan will appear in the Coverage Details section.</p> <p>Coverage Details</p>



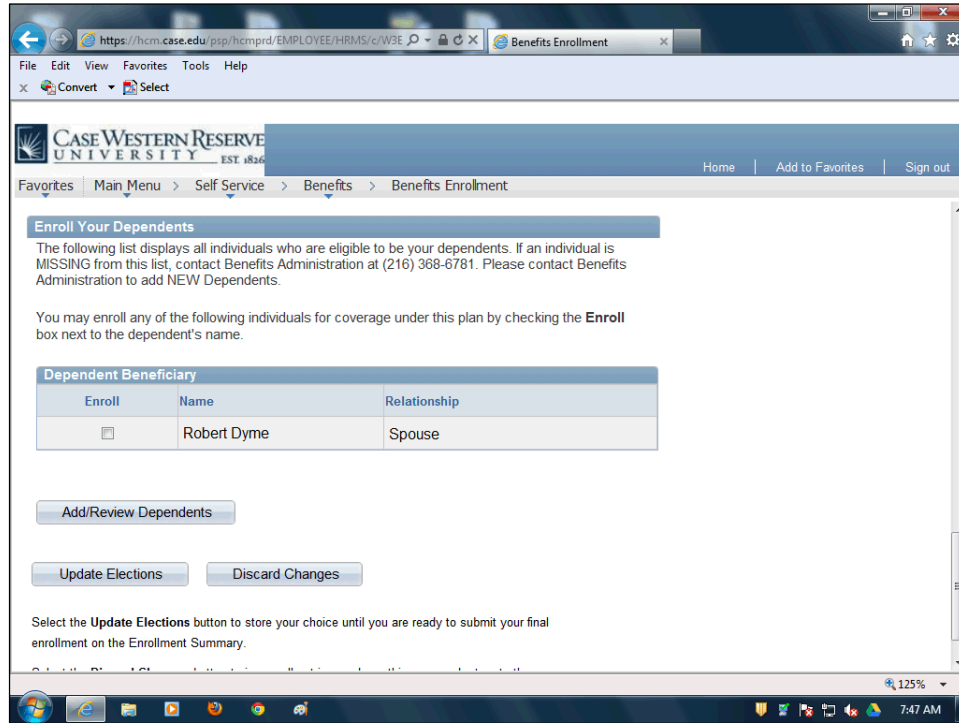
Step	Action
9.	<p>If you scroll to the bottom of the Coverage Details page, you may click the Return link to return to the previous page.</p> <p>Return</p>

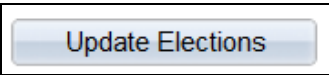
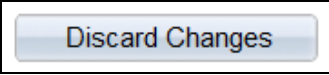


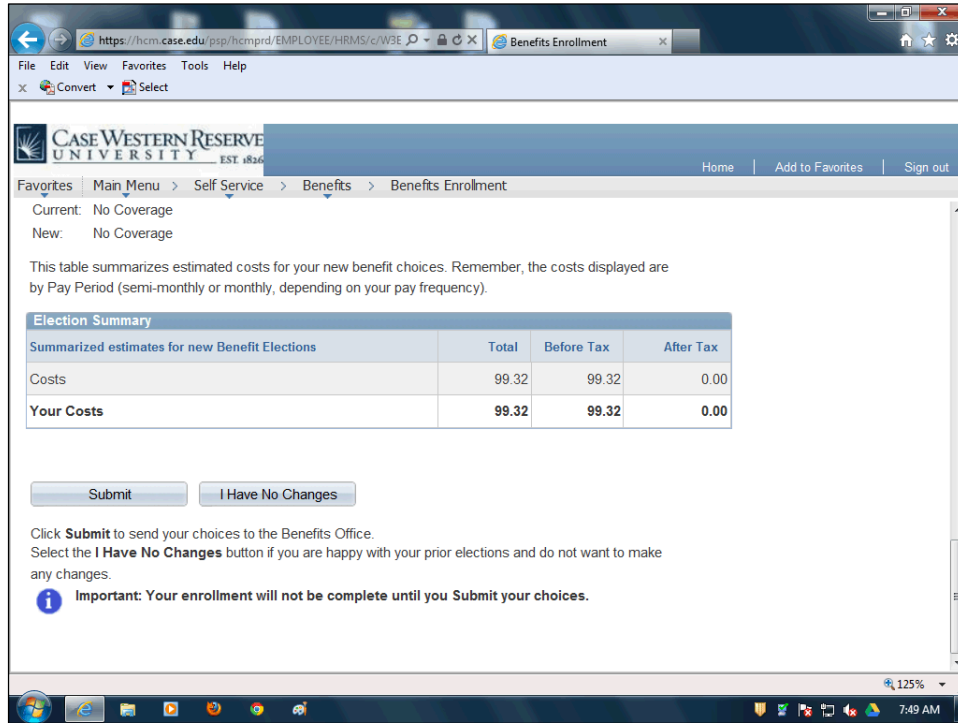
Step	Action
10.	<p>To select a particular plan, click the radio button to the left of the plan name.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <input checked="" type="radio"/> SuperMed Plus PPO </div>



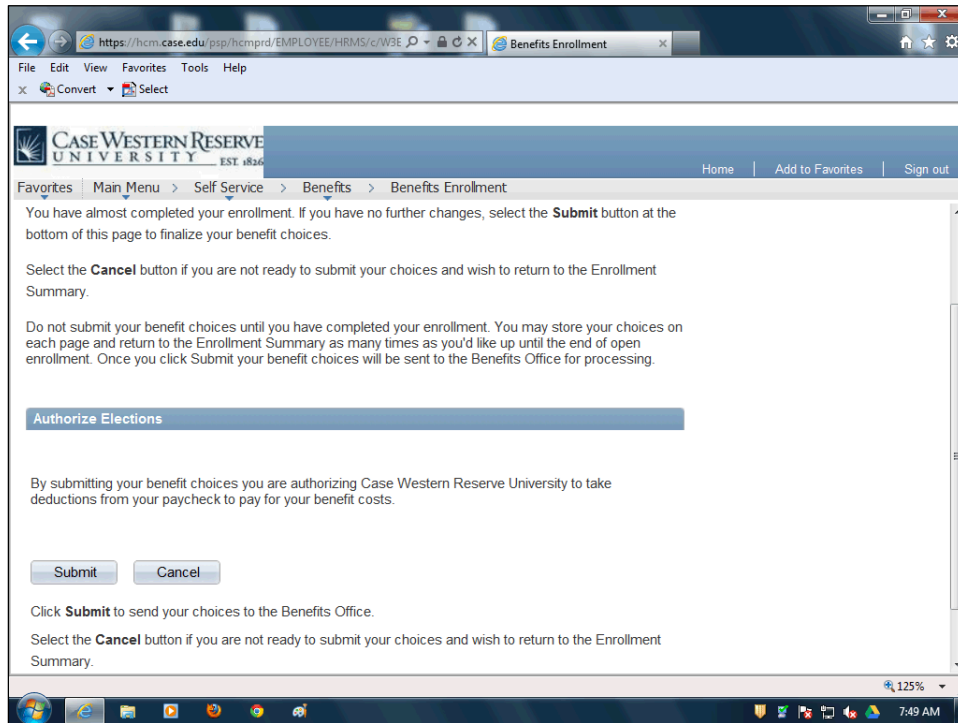
Step	Action				
11.	You may enroll your dependents by checking the Enroll box next to the dependent's name. <table border="1" data-bbox="370 1390 740 1495"> <thead> <tr> <th>Enroll</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Robert Dyme</td> </tr> </tbody> </table>	Enroll	Name	<input type="checkbox"/>	Robert Dyme
Enroll	Name				
<input type="checkbox"/>	Robert Dyme				
12.	Click the Add/Review Dependents button to setup new dependents. <table border="1" data-bbox="370 1600 769 1663"> <tr> <td>Add/Review Dependents</td> </tr> </table>	Add/Review Dependents			
Add/Review Dependents					

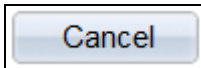
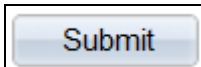
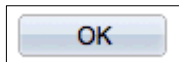


Step	Action
13.	Click the Update Elections button to finalize your selections.
	
14.	Click the Discard Changes button to remove your previous entries.
	



Step	Action
15.	<p>When you have completed changes to your benefits plan, you will be shown an Election Summary of your benefit choices.</p> <p>Click the Submit button to send your choices to the Benefits Office.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">Submit</div>
16.	<p>Click the I Have No Changes button if you are happy with your prior elections and do not want to make changes.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">I Have No Changes</div>



Step	Action
17.	<p>Immediately prior to submitting your benefit elections, you should arrive at this screen.</p> <p>Click the Cancel button if you are not ready to submit your choices and wish to return to the Enrollment Summary.</p> 
18.	<p>Click the Submit button to send your choices to the Benefits Office.</p> <p>Note: By submitting your benefit choices, you are authorizing Case Western Reserve University to take deductions from your paycheck to pay for your benefit costs.</p> 
19.	<p>Click the OK button to return to the Benefits Enrollment page.</p> 
20.	End of Procedure.