

Benefit Enrollment

1. To start your Open Enrollment process, navigate to **My Account > My Benefits > Review/Select Benefits**
2. In the upper right-hand corner, you will see the option to “Start Open Enrollment,”

Start Open Enrollment

Read the Instructions tab thoroughly before proceeding on the benefit selections. As you enroll in benefits, be sure to read any instructions that are at the top of the tabs. Additional information on each benefit will be given here.

3. When selecting benefits, use the options in the upper right-hand corner to proceed, go back, save, or compare the different plan options if applicable.

Save Previous Continue Compare Selected Options Add Account Dependent

The Compare Selected Options button will be used for benefits that have more than one plan to offer, for example Medical. If you select more than one plan in the Compare column and then use the button, you will see a pop-up that compares the two plans side-by-side.

Back Home > My Account > My Benefits > Review/Select Benefits > **Benefits Change Request**

Kathy Watts: Open Enrollment Jan 1 - Dec 31: 01/01/2019 - 01/01/2020 New

Instructions **Medical** Flex Spending Account Dental Vision Basic Life Voluntary Life Spouse Life Confirm Selections

If you would like to see more information about the plan click on the magnifying glass to the left of the coverage row.
If you would like to compare more than one plan select the boxes for the coverages in the Compare column and select the Compare button on the bottom of the screen.

WAIVE THIS OPTION

OPTIONS	DESCRIPTION	EMPLOYEE COST	TAXABLE INCOME	FREQUENCY	SPOUSE	DEPENDENTS	COMPARE	SELECTED	OVERRIDE
HealthPartners® \$4000/100% High Deductible Plan Employee Only	-	\$46.15	-	Every Scheduled Pay			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
HealthPartners® \$4000/100% High Deductible Plan Employee + Spouse	-	\$92.31	-	Every Scheduled Pay	Identify: Yes Required: Yes		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HealthPartners® \$4000/100% High Deductible Plan Employee + Child(ren)	-	\$138.46	-	Every Scheduled Pay	Identify: Up To 20 Required: 1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HealthPartners® \$4000/100% High Deductible Plan Family	-	\$138.46	-	Every Scheduled Pay	Identify: Yes Required: Yes Identify: Up To 20 Required: 1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HealthPartners® \$1500/\$45 Co-Pay Employee Only	-	\$23.08	-	Every Scheduled Pay			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Additional information for the benefit plan, can be found by clicking the magnifying glass to the left of the benefit name.



OPTIONS				
		 HealthPartners*	\$4000/100% High Deductible Plan	Employee Only
		 HealthPartners*	\$4000/100% High Deductible Plan	Employee + Spouse
		 HealthPartners*	\$4000/100% High Deductible Plan	Employee + Child(ren)
		 HealthPartners*	\$4000/100% High Deductible Plan	Family

*If you select a coverage that requires a spouse or child(ren) and/or beneficiary, you can select the blue + sign in the spouse, dependents or beneficiary column to create the new contact and to add them to the benefit. If there are requirements for a spouse, dependents, or beneficiaries on benefits that you selected, you will not be able to submit the enrollment until those requirements are met. **IF YOUR SPOUSE, DEPENDENT OR BENEFICIARY IS ALREADY IN K-PAY DO NOT ADD THEM AGAIN!***

SPOUSE	DEPENDENTS
   Identify: Yes Required: Yes	
	  Identify: Up To 20 Required: 1
  Identify: Yes Required: Yes	  Identify: Up To 20 Required: 1



- On the confirmation tab you will review all your benefit elections BEFORE you submit the event to Admin to review and approve. All tabs will populate with a blue check mark when you have met the requirements and are able to submit your elections.

Save Previous Continue Submit Request Print

Voluntary Life Spouse Life Confirm Selections

If you need to adjust your elections, go back to that benefit tab and change your selections. By selecting Save you may come back later to finish your elections. The Submit Request will finalize your elections, sending them to HR for approval.

- Upon selecting the Submit Request option, you will see a pop-up window that reviews your elections once more. You will be prompted to enter the same password that you use to log in to K-Pay. After entering your password click Accept.

DO NOT HIT ENTER AFTER YOU HAVE TYPED YOUR PASSWORD! Doing so will close the pop-up window without submitting your elections. You **MUST** click the Accept button with your cursor.

Submit Benefits Change Request

 If you do not see buttons at the bottom, please change zoom level by pressing Ctrl + -

GROUP	PLAN	COVERAGE	COVERAGE AMOUNT	PREMIUM	FREQUENCY	ESTIMATED MONTHLY PREMIUM	TAXABLE INCOME
Medical				Waived			
Flex Spending Account				Waived			
Dental				Waived			
Vision				Waived			

If you wish to make additional changes, click on "decline" which will return you to the option menu.

Click on "accept" if you are satisfied with your selections and wish to proceed with the submittal process.

Note that you will not be enrolled in new plans until you complete this selection and acceptance process. Contract your HR Representative should you have any questions regarding this process.

True and complete acknowledgement: The answers I have provided throughout this benefit submission are to the best of my knowledge and belief, true and complete.

I hereby enroll for benefits for which I am presently eligible or for which I may become eligible under my employer's group contract(s).

If any deductions are required for this coverage, I authorize such deductions from my earnings. I reserve the right to revoke this

Please type password you (Jswanson) used for login to confirm

Password



Accept

Decline





- You will then be prompted to print your elections. You may do so if you would like.

The enrollment request has been submitted.

Would you like to print the enrollment confirmation?

Yes

No

