



Benefits Online!

- Once you get your *myUSI* login information, login to <https://my.USI.edu>
- Find the **Benefitfocus** App within your Eagle Apps and click it – shown to the right in the pink box
- That will take you to the **communication portal**

Eagle Apps





Communication Portal



- 2021 Open Enroll Guide - Retiree
- 2021 Open Enroll Guide - Active
- Provider Links**
 - Medical - Anthem
 - Prescription - CVS Caremark
 - Dental - HRI Dental Health Options

Links to provider websites and benefit guides

Welcome Wendy!

Welcome to the USI online benefits platform. This site gives you easy access to information about your employee benefits and access to make changes to your benefits.

Visit www.USI.edu/HR/benefits/open-enrollment for information regarding the 2021 open enrollment period. Employees can make changes in benefits between 10/22/2020 and 11/05/2020.

Please see the following specific benefit:

This area will house communication from the USI Benefits Team

2021 Benefits



Click Here!

Sign up or make changes to your 2021 coverage.

Click to enter the benefits platform



The Benefits Platform

Once in the platform, click on **get started** to start your enrollment process.

You'll need to:

- Add dependents (if applicable)
- Add dependent documentation (if applicable)
- Enroll in benefits
- Add Beneficiaries
- Make sure to scroll all the way to the bottom of each page to save process.
- Review your benefits at the end to ensure you are properly enrolled

← → ↻ ⓘ Not secure | secure3-enroll.com/member/control/homePageAction?method=execute ☆ 🔍 ⚙️ 👤 Wendy Seitz

Benefitfocus

UNIVERSITY OF SOUTHERN INDIANA

- Home
- Profile
- Shop & Offers
- Dependents
- Language Preferences

Manage Account

Login Information

View HSA Contribution

My Documents

Document Center

Employee Summary Report

Quick Links

Learning Center

High Contrast Mode OFF

You have **10 day(s)** to elect your Current Enrollment benefits. [Get started](#) [View all 2 messages](#)

A note from your HR Administrator

Benefits Overview:
Welcome! The University of Southern Indiana provides employees with a comprehensive benefit package consisting of medical, dental, vision and other benefits coverage designed to meet the needs of you and your family. Click on 'Get Started' to begin enrolling in your benefits for the 2020 Participation Period, ensuring to fully complete the enrollment.

Dependents:
If you are adding dependents for the first time, official documents must be submitted during the enrollment process. The system will ask for a copy of the requested documentation as dependents are enrolled. Eligible dependents include:

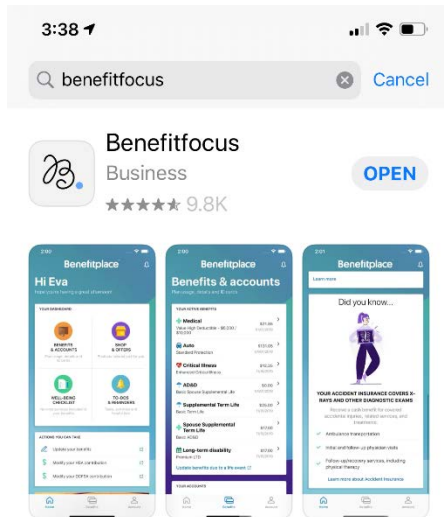
- Your legal spouse.
- Your unmarried, dependent children of any age if they are incapable of self-support due to mental or physical handicap which occurred before the limiting age.
- Your married/unmarried children from birth to 26 for **medical coverage**.

Life Events
The only way to change your plan after Open Enrollment or New Hire Enrollment is if you have a Qualifying Life Event such as marriage, birth of a child, death, divorce, etc.

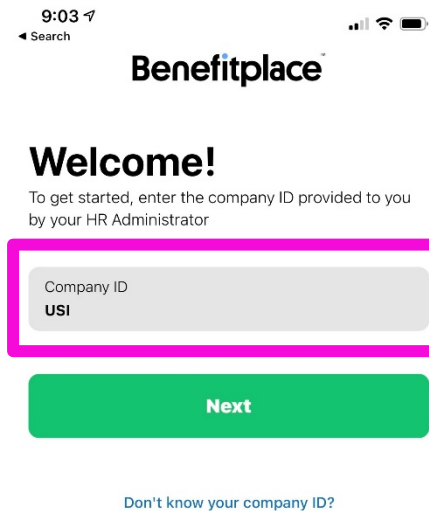


Benefits App

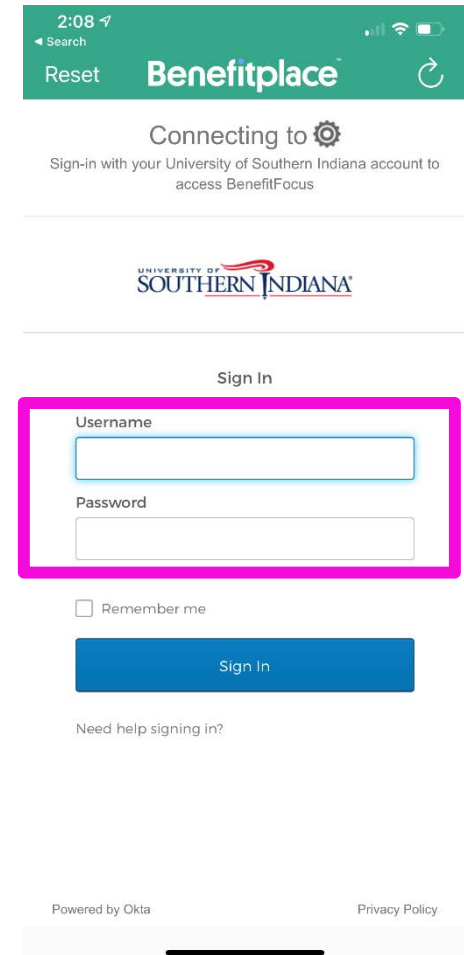
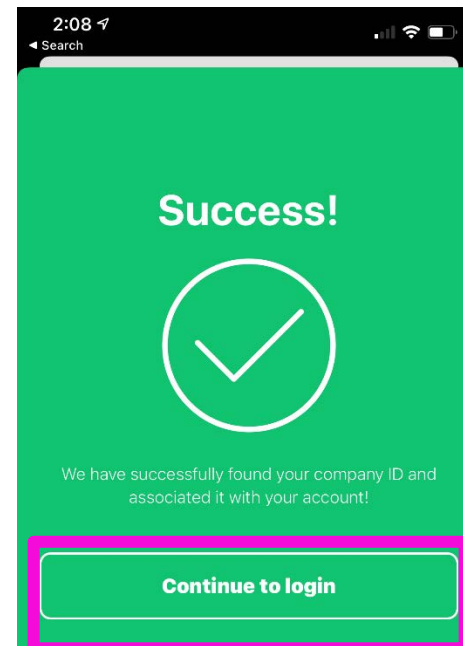
Find the app in the app store search for Benefitfocus or Benefitplace



Use code **USI** for company ID



Click on continue, then use your MyUSI credentials to log-in!



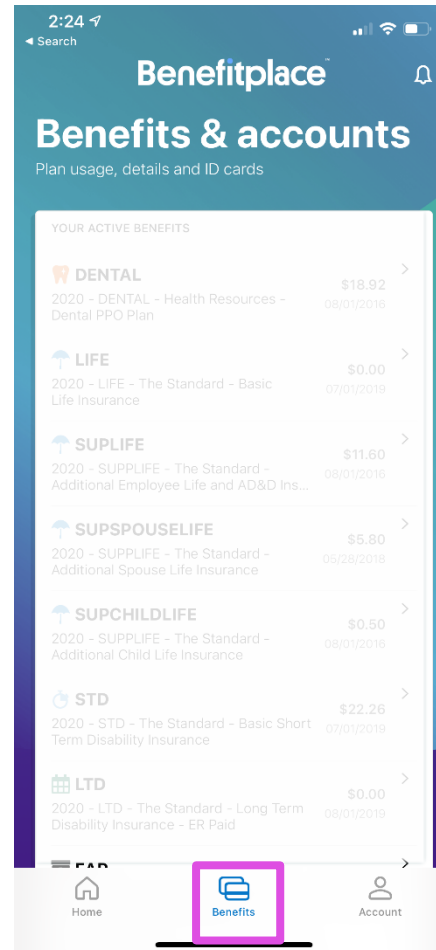


Benefits App

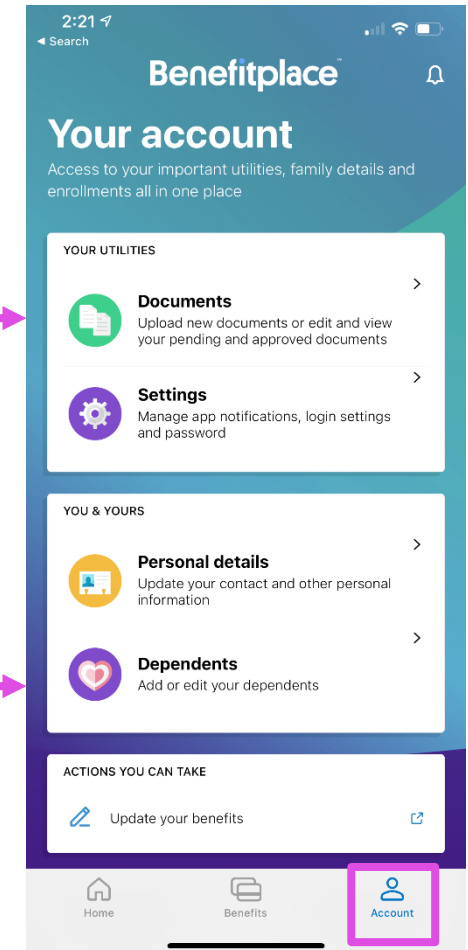
Make changes, upload documents or view current benefits!



Click on Benefits to see a list of your benefits and your premiums.



Click on Profile and you will find the place to upload documents for Qualifying Life Events or add dependents.





Questions?

For individual appointments to discuss benefit questions call
812-464-1815 and ask for Connie or Wendy