



# Benefits Online!

- 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](http://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 **Edit your Benefits** to start your change process.

## You'll be able to:

- Add/change/term dependents (if applicable qualifying life event)
- Add dependent documentation (if applicable)
- Add/change/term benefits (if applicable qualifying life event)
- 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

The screenshot shows the Benefitfocus web portal. At the top right, it displays the University of Southern Indiana logo and the user name Wendy Rosalie Seitz. A dark blue navigation bar contains a home icon. Below this is a sidebar menu with the following items: Home, Profile, Benefits, Shop & Offers, Dependents, Language Preferences, Manage Account, Login Information, Life Change, My Documents, Tax Documents, Document Center, Employee Summary Report, and Quick Links. The main content area features a heading "A note from your USI Benefits Team!" followed by a "Benefits Overview" section with a welcome message and instructions for the 2020 enrollment period. Below that is a "Dependents" section explaining documentation requirements and listing eligible dependents: legal spouse, unmarried dependent children, and married/unmarried children under 26. A "Life Events" section explains that plan changes are only possible through qualifying life events. At the bottom of the main content area, a button labeled "Edit your benefits >" is highlighted with a pink border.



# The Benefits Platform

For Qualifying Life Events (QLE) like marriage, birth, adoption, divorce etc., select “Life or family change”

Then Select the reason for the change from the drop-down selections.

Then enter the effective date for the life event.

Click next

Benefitfocus



## Select reason for changing your benefits

You are making a change to benefit elections. Why are you making this change?

What is the reason for changing coverage? \*

- Loss of dependent child status (COBRA) - 02/01/2021
- I do not have any life or family change events

New life event

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

Select reason for change \*

Marriage

Enter the date of this life event

\*

Next

Cancel



# The Benefits Platform

On the next screen you can add your new dependent if applicable.

Based on what QLE you choose the allowable changes will populate.

Click “Edit coverage” on the benefit you would like to change.

Make your changes and then choose “Save changes”

View the benefits added and select continue.

The screenshot displays a user interface for updating benefits. At the top, a teal header reads "You may want to update these benefits". Below this, there are three benefit update cards. The first card, titled "Update your Medical coverage" with a green plus icon, states "You have declined this benefit." and includes a "Recommended >" button. A light blue box contains a note: "You are required to have a marriage certificate on file for this event. Please provide the county and state of marriage." A pink box highlights the "Edit coverage" button. The second card, titled "Update your Health" with a green dollar sign icon, also shows a decline and a note: "You are required to hav...". The third card, titled "Update your De" with a green dollar sign icon, shows a decline and a note: "You are required to hav...". A large green success message overlay reads "Success! You have updated these benefits." and lists three updated benefits: "Vision" (with an EFP TOX icon), "Critical Illness - Employee" (with an umbrella icon), and "Critical Illness - Spouse" (with an umbrella icon). A green "Continue" button is at the bottom right.



# The Benefits Platform

For Qualifying Life Events, there will need to be documentation provided. For example, for marriage, a marriage certificate or for a birth a birth certificate.

Click on Upload a Document and upload the document for the QLE.

If enrolling in multiple benefits for the same reason, click on associate a document for the other benefit document requirements.

Once uploaded click save.

Once documentation is uploaded and approved your dependent will be enrolled.

The screenshot shows the Benefitfocus interface for a user named Wendy Seitz. The page title is "Benefitfocus" and the user's name is "Wendy Seitz". The page content includes a status bar at the top right, a main heading "Benefitfocus", and a sub-heading "SOUTHERN INDIANA". Below this, there is a message: "For requests with a status of 'Document Required', upload a document to associate it. The Document will then show as 'Pending Approval' until it is approved or denied by an administrator. When adding a document through the 'Add Document' option, it can then be associated with a 'Document Required' request and can be viewed by selecting the filter for 'All Documents'."

The main content area shows a summary of document status: "1 Document Required, 0 Pending Approval, 0 Approved, 0 Denied, 0 Disabled, 0 Expired, 0 All Documents". Below this is a "+ Add Document" button, a search bar, and a "per page" dropdown set to 10. There are also filters for "Filter by type" (set to All) and "Filter by status" (set to All Requests). The "Sort By" dropdown is set to "Document Name".

The main content area displays a document entry for "Wendy Rosalie Seitz" with a status of "Document is awaiting upload" and a date of "02/09/2021". Below this is a table of required documentation for various life events:

Life Event	Required Documentation
Adoption	Adoption Decree
Birth	Birth Certificate/Announcement or Letter (from the hospital)
Divorce (Employee)	Divorce Decree
Gain of Coverage from Another Source	Letter of gain of coverage (this could be from the carrier or employer)
Guardianship or legal custody	Legal Guardianship Paperwork
Legal Separation	Legal Separation Paperwork
Loses Coverage from Another Source	Letter of loss of coverage (this could be from the carrier or employer)
Marriage (Employee)	Marriage Certificate

At the bottom of the page, there are three buttons: "Document Required", "Upload a Document" (highlighted with a pink box), and "Associate an Existing Document".





# The Benefits Platform

## To update your beneficiary:

1. Click the **“Benefits”** link
2. Scroll down to your life coverage
3. Click **“edit”** on the beneficiary line
4. Make changes, then click **“next”**
5. Check changes and click **“save”**

**Benefitfocus**

UNIVERSITY OF SOUTHERN INDIANA Wendy Rosalie Seitz

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

Manage Account

- Login Information
- Life Change

My Documents

- Tax Documents
- Document Center
- Employee Summary Report

Quick Links

### A note from your USI Benefits Team!

**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**.

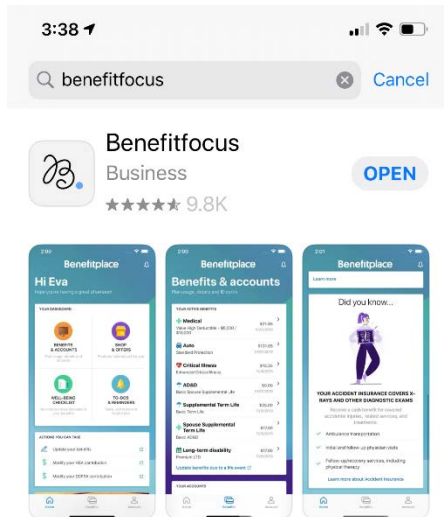
**Life Events**  
The only way to change your plan after Open Enrollment or New Hire Enrollment is if you have a Qualifying Life Event such as marriage, birth of a child, death, divorce, etc.

[Edit your benefits >](#)

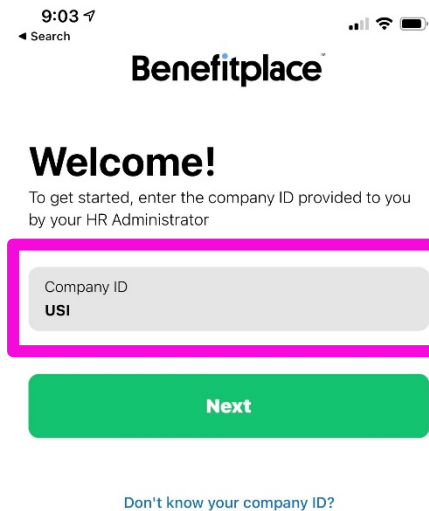


# Benefits App

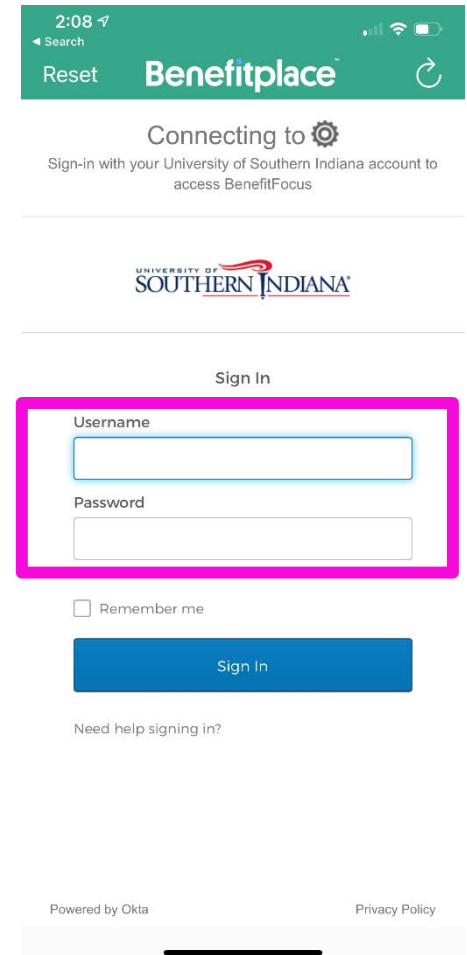
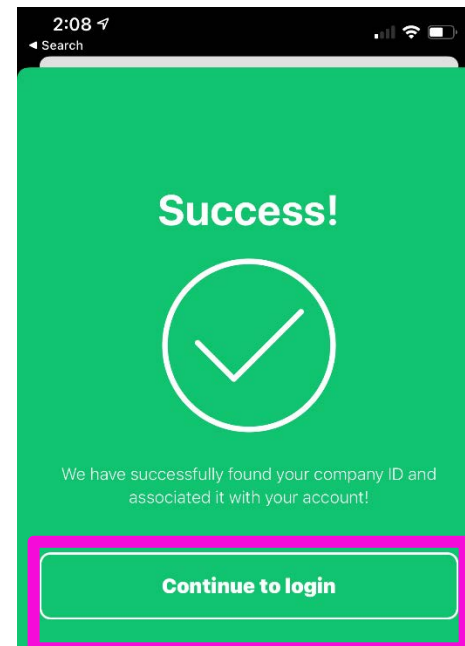
Find the app in the app store search for Benefitfocus or Benefitplace



Use code **USI** for company ID



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







# Benefits App

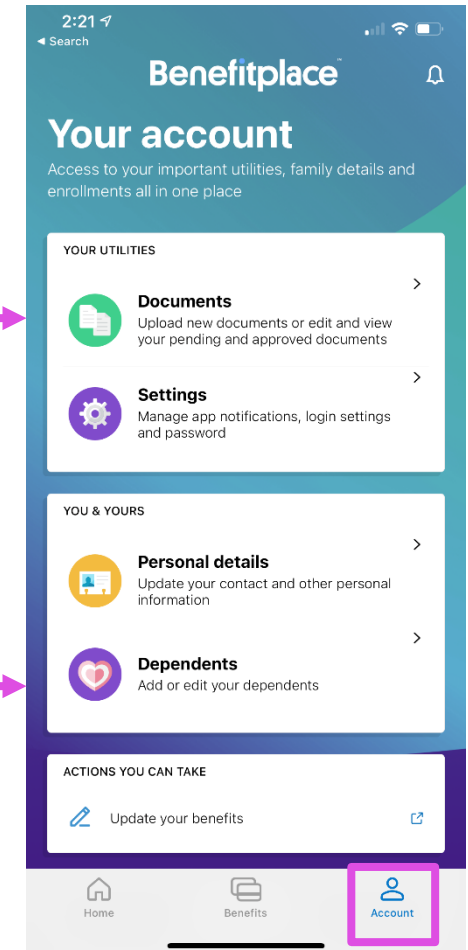
Make changes, upload documents or view current benefits!



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 Stephanie or Wendy