
Self Service Enrollment Instructions

Open Enrollment 2024

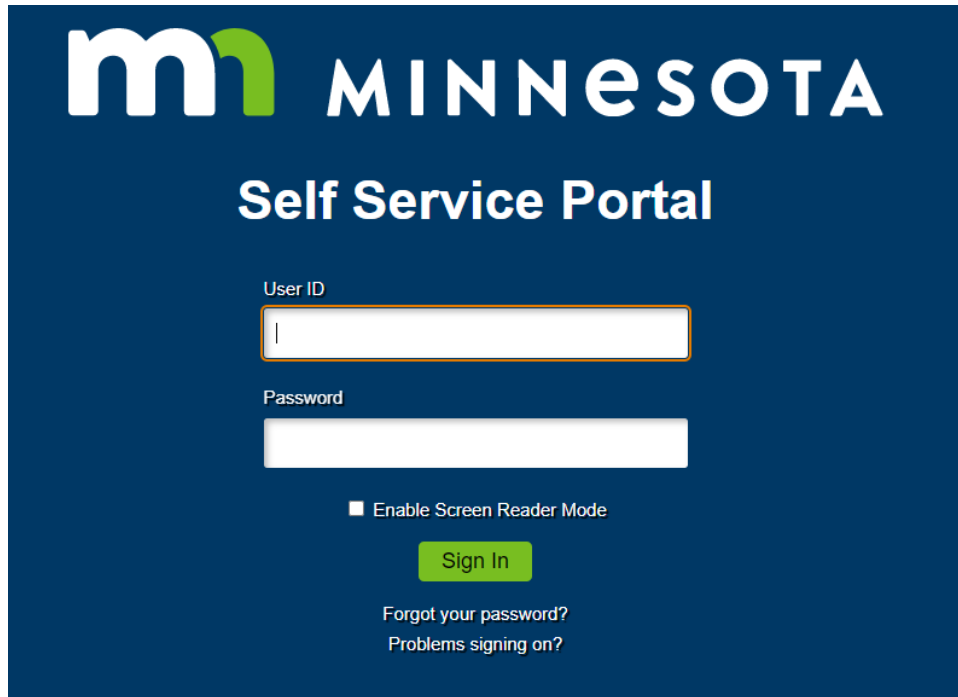
Contents

Self Service Enrollment Instructions.....	1
Contents	2
Navigating to your benefits enrollment page in Self Service	3
Using Self Service - general information	4
Open Enrollment tasks	5
What’s included in the task list:	5
Using the task list.....	6
Submitting your elections.....	6
Benefits Enrollment task	6
Enrollment Summary.....	6
Benefit Plans.....	7
MN Advantage Health Plan	7
Dental Plan	8
Vision Plan	9
Optional Life Insurance Plans	9
Disability Plans.....	10
Pre-tax Spending Accounts (FSA)	11
Health Savings Account (HSA) – HDHP only	11
Reviewing and accepting your final insurance elections.....	12
Printing your Confirmation Statement.....	13
SEGIP Member Services Center.....	14
Contact Information	14
Questions.....	14

These instructions are to be used as a guide for enrolling through Self Service. Images contained are for illustration purposes only.

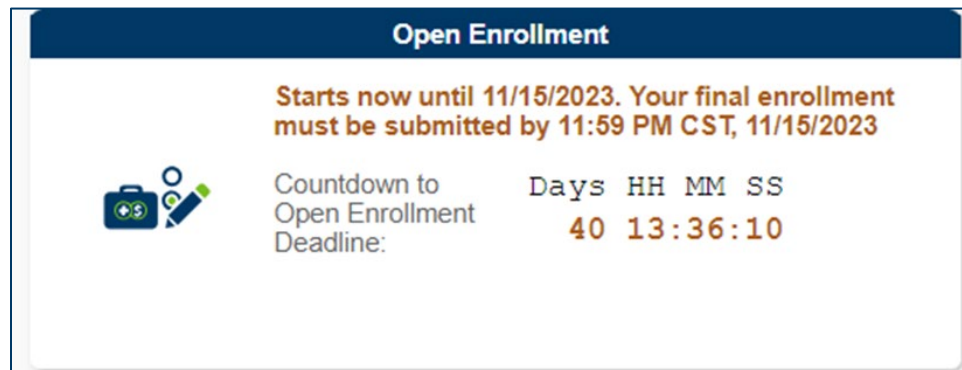
Navigating to your benefits enrollment page in Self Service

Self Service is available to every State of Minnesota employee and is secured and accessed by a user ID and password. Self Service is used by employees to complete new hire benefits, open enrollment elections during the annual open enrollment period, payroll, and human resources tasks.



Type your User ID and Password; then press Enter or select the **Sign In** button. (New employees: Obtain your User ID and initial Password from your Human Resource or Payroll office.)

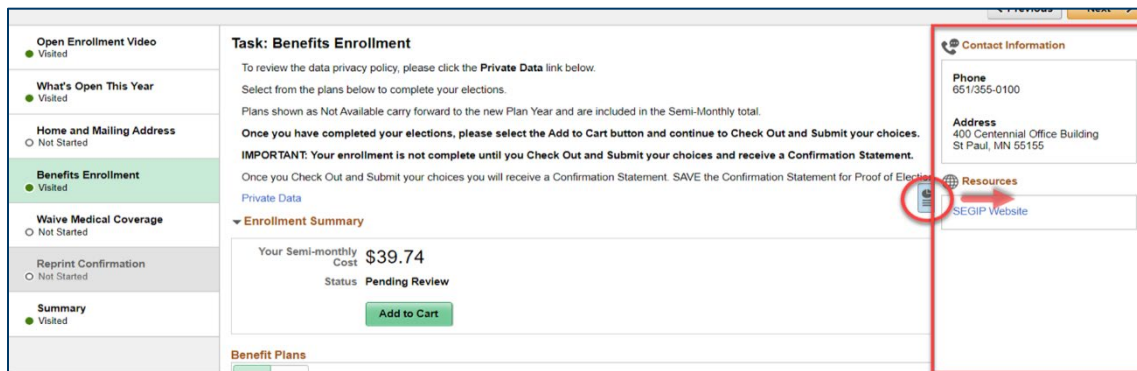
Once signed in, select the Open Enrollment tile to complete your Open Enrollment activities.



You may have to verify your address before continuing. Once confirmed you'll need to select the Open Enrollment tile again to get to the Welcome page.

Using Self Service - general information

- Sign out of Self Service by selecting the **Sign out** link on the top ribbon next to your name when you are finished viewing or updating information. If you do not sign out, and are using a public computer, the next person may be able to select the back button on the browser and view your information. Close the browser window only after you sign out.
- **CAUTION:** Do not use the back or forward buttons on your browser. If you use them, you could lose the data you entered and may have to start over. Use the **Previous** and **Next** buttons located in the header of the window to move through the sections.
- Some pages may have a Supplementary Panel that appears on the right side of the screen. This panel contains additional information such as the SEGIP contact information and other resources. You can hide this panel by selecting the small tab.
- The **Next** button does not get you to the Check Out and Submit page.
- Use the **Add to Cart** button to move your choices to the cart instead.



Open Enrollment tasks

There are several tasks that may need to be completed as a part of your Open Enrollment. You must complete the Benefits Enrollment tasks and submit your choices for your new elections to take effect on January 1 of next year.

You can navigate through these tasks using the navigation menu on the left side to track your progress.

The screenshot shows a web interface for Open Enrollment 2024. On the left is a navigation menu with the following items: 'Open Enrollment Video' (visited), 'What's Open This Year' (visited), 'Home and Mailing Address' (not started), 'Benefits Enrollment' (visited), 'Waive Medical Coverage' (not started), 'Reprint Confirmation' (not started), and 'Summary' (visited). The main content area is titled 'Task: What's Open This Year' and 'Welcome to Open Enrollment 2024'. It contains introductory text about the enrollment process, including information about plan administrators and the requirement to verify dependent eligibility. At the bottom, there is a section titled 'What's Open This Year' with a bulleted list: 'Advantage Health Plan', 'Dental Plan', and 'Vision Plan'. Navigation buttons for '< Previous' and 'Next >' are located at the top right.

What's included in the task list:

- **Open Enrollment Video** – learn about what is open and available during Open Enrollment.
- **What's Open This Year** – an overview of your Open Enrollment options and benefits that are available to you. Also included is important information about waiving your medical insurance.
- **Home and Mailing Address** – this automated task is required. Review your current home mailing address or make any necessary changes. It must be completed annually to access your benefits for Open Enrollment.
- **Benefits Enrollment** – complete this task to make or change your elections for the 2024 plan year. You must select **Add to Cart** and **Check Out and Submit** to successfully complete your Open Enrollment.
- **Waive Medical Coverage** – this task is for those with a full employer contribution and who have waived or wish to waive Minnesota Advantage Health Plan medical coverage.
 - If you have SEGIP coverage and want to waive for 2024 (not previously waived):
 - A link to the *Waiver of Medical Insurance* form will display. This form must be completed and submitted by the Open Enrollment deadline.
 - You must provide proof of other insurance coverage by the deadline.
 - If you want to continue waiving and you:
 - Waived during the 2023 calendar year: No action is needed.
 - Waived before Jan. 1, 2023: Select the box attesting that you are continuing to waive your medical coverage and that you have other coverage.
- **Reprint Confirmation** – task is only available if your elections have been successfully submitted. You can reprint your confirmation statement that shows your submitted elections.
- **Summary** – shows you what tasks you have visited and/or completed. Includes fast links to tasks.

Using the task list

Each task will indicate Not Started until the task page is visited. The status will change to Visited when the task page is opened.

The Benefits Enrollment task will change to Complete when your elections have been submitted.

The Reprint Confirmation task will be unavailable until your elections have been submitted and the Benefits Enrollment task is Complete. You will need to **Check Out and Submit** to accept your elections and receive your Confirmation Statement.

Submitting your elections

When you are ready to submit your elections use the **Add to Cart** button on the Benefits Enrollment screen. You will be brought to the Submit Enrollment page. Review your choices and select the **Check Out and Submit** button to accept your elections and receive your confirmation statement.

Benefits Enrollment task

Select from the available plans to complete your elections.

Plans shown as Not Available carry forward to the new Plan Year and are included in the Semi-Monthly total.

The screenshot shows the 'Benefits Enrollment' task page. On the left is a task list with 'Benefits Enrollment' highlighted. The main content area has a 'Task: Benefits Enrollment' section with instructions and a semi-monthly cost of \$39.74. Below this is the 'Benefit Plans' section with three tiles: 'Mn Advantage Health Plan', 'Dental', and 'Vision'. Each tile shows current and new coverage status and a 'Pending Review' status. A red circle highlights the 'Add to Cart' button.

Enrollment Summary

This area shows the total semi-monthly cost of your elected benefits. This amount will include changes made in coverage levels to your benefit plans. The status of each benefit tile will reflect whether it is Pending Review, Visited or Changed.

Important note to submit your elections: Once you have completed your elections you must select the **Add to Cart** button to **Check Out and Submit** your choices. When you have successfully submitted your elections the status of the Benefits Enrollment tile will change to Completed and the Reprint Confirmation task will be available.

Benefit Plans

This area contains tiles showing benefits open during Open Enrollment, your current elections, coverage levels, and total semi-monthly cost of all enrolled benefits. Use these tiles to access the coverages you want to review and/or change. Optional Coverages are individually represented:

- Employee Additional Life
- Spouse Life
- Child Life
- Long-Term Disability
- Managers IPP
- Pre-tax
- Health Savings Account (HSA) – HDHP only

Adding or editing a dependent

You can enroll a dependent on the MN Advantage Health Plan page, the Dental Plan page, or the Vision Plan page. The dependent will be available to select to add to any of the remaining coverages. You only need to add a dependent once.

To edit any dependent information contact SEGIP at 651-355-0100.

MN Advantage Health Plan

Enroll Your Dependents

This area is used to add new and view existing dependents. A dependent is a spouse or eligible child of the employee. A new dependent is one who has never been on an employee's insurance. To add a new dependent, select the **Add/View Dependent** button. You will be transferred to the Dependent Information page. Select the **Add Individual** button to enter the new dependent's information. After entering the required information, select **Save**. Important: Once the information is saved you cannot go back to edit.

To change or edit information for an existing dependent, contact SEGIP at 651-355-0100. Do not add a dependent again just to correct that dependent's information.

Use the **check boxes** in the dependent table to enroll or remove MN Advantage Health Plan coverage for listed dependents.

Enroll in Your Plan

The coverage level displayed will automatically reflect either single or family depending on dependents enrolled in the top section.

Your current health plan name and administrator are indicated with a check mark. Use the **Select** button to change health plan administrators.

Select Primary Care Clinic

If you are not changing health plan administrators, **do not use this area** to change primary care clinics (PCC). Contact your health plan administrator to change your PCC. PCC changes may be effective the same day of your request for the change unless a future date is requested.

Use the Find a Clinic search tool to find the Primary Care Clinic ID (Clinic Number) associated with your health plan administrator and clinic.

For family coverage, you can use the same clinic for all dependents or enter a unique PCC ID for each dependent.

Use the **Done** button to return to the Benefits Enrollment page to continue choosing your benefits.

The default on the Medical Plan is your current coverage.

Dental Plan

Enroll Your Dependents

This area is used to add new and view existing dependents. A dependent is a spouse or eligible child of the employee. A new dependent is one who has never been on an employee's insurance. To add a new dependent, select the **Add/View Dependent** button. You will be transferred to the Dependent Information page. Select the **Add Individual** button to enter the new dependent's information. After entering the required information select **Save**. Important: Once the information is saved you cannot go back to edit.

To change or edit information for an existing dependent contact SEGIP at 651-355-0100. Do not add a dependent again just to correct that dependent's information.

Use the **check boxes** in the dependent table to enroll or remove Dental Plan coverage for listed dependents.

Enroll in Your Plan

The coverage level displayed will automatically reflect either single or family depending on dependents enrolled in the top section.

Your current dental plan name and administrator are indicated with a check mark. Use the **Select** button to enroll in or cancel coverage.

Use the **Done** button to return to the Benefits Enrollment page to continue choosing your benefits.

The default on the Dental Plan is your current coverage.

Vision Plan

Enroll Your Dependents

This area is used to add new and view existing dependents. A dependent is a spouse or eligible child of the employee. A new dependent is one who has never been on an employee's insurance. To add a new dependent, select the **Add/View Dependent** button. You will be transferred to the Dependent Information page. Select the **Add Individual** button to enter the new dependent's information. After entering the required information, select **Save**. Important: Once the information is saved you cannot go back to edit.

To change or edit information for an existing dependent contact SEGIP at 651-355-0100. Do not add a dependent again just to correct that dependent's information.

Use the **check boxes** in the dependent table to enroll or remove Vision Plan coverage for listed dependents.

Enroll in Your Plan

The coverage level displayed will automatically reflect either single or family depending on dependents enrolled in the top section.

Your current coverage level is indicated with a checkmark. Use the **Select** button to cancel coverage.

Use the **Done** button to return to the **Benefits Enrollment** page to continue choosing your benefits.

The default on the Vision Plan is your current coverage.

Optional Life Insurance Plans

In addition to the Basic Life Insurance Plan and the Manager Life Insurance Plan, you may select additional life insurance for you, your spouse, and your dependents.

To enroll in or change any of these additional plans, select the **Employee Additional Life, Spouse Life, or Child Life** tile.

Employee Additional Life - Enroll in Your Plan

Your current enrollment is indicated with a check mark. Use the **Select** button to enroll in or cancel coverage.

Coverage Amount

Enter the total Coverage Amount desired within the limits for Employee Life. The **Calculate Cost** button will show your semi-monthly deduction.

The default on all additional life insurance plans is your current coverage.

Use the **Done** button to return to the Benefits Enrollment page to continue choosing your benefits.

Spouse Life – Enroll in Your Plan

Your current enrollment is indicated with a check mark. Use the **Select** button to enroll in or cancel coverage.

Coverage Amount

Enter the total Coverage Amount desired within the limits for Spouse Life. The **Calculate Cost** button will show your semi-monthly deduction.

Spouse Life – Enroll Your Dependents

This area is used to add new and view existing dependents. A new dependent is a spouse who has never been on an employee's insurance. To add a new spouse dependent, select the **Add/View Dependent** button. You will be transferred to the Dependent Information page. Select the **Add Individual** button to enter the new dependent's information. After entering the required information select **Save**. Important: Once the information is saved you cannot go back to edit.

To change or edit information for an existing spouse dependent contact SEGIP at 651-355-0100. Do not add a dependent again just to correct that dependent's information.

Use the **check box** in the dependent table to enroll your eligible spouse for coverage under Spouse Life.

The default on all additional life insurance plans is your current coverage.

Use the **Done** button to return to the Benefits Enrollment page to continue choosing your benefits.

Child Life – Enroll in Your Plan

Your current enrollment is indicated with a check mark. Use the **Select** button to enroll in or cancel coverage.

Coverage Amount

Child life has one coverage amount of \$10,000 that covers all eligible child/ren.

Disability Plans

Long-Term Disability coverage is available to most benefits-eligible employees to help protect their income and assets.

To enroll in or change your disability coverage, select Long-Term Disability (LTD), or if eligible, the Manager Income Protection Plan (IPP) tile.

Enroll in Your Plan

Your current enrollment is indicated with a checkmark.

Use the **Select** button to enroll in or cancel coverage for LTD.

Use the **Select** button to select the coverage level for the IPP.

Coverage Amount

Enter the new total Coverage Amount for LTD. Coverage limits apply. Elections above the calculated maximum based on your salary will not be allowed. The **Calculate Cost** button will show your semi-monthly deduction.

The coverage amount is based on the coverage level chosen for IPP.

The default on all the disability plans is the level of your current coverage.

Use the **Done** button to return to the **Benefits Enrollment** page to continue choosing your benefits.

Short-Term Disability (STD) coverage is not available for new enrollment this year.

Changes to existing Short-Term Disability coverage can be made at any time throughout the year by submitting an *Optional Coverage Application*. Changes made may require Evidence of Good Health. The coverage you currently have in place will continue without interruption.

Pre-tax Spending Accounts (FSA)

You must make a new election to continue pre-tax spending accounts in 2024. Pre-tax accounts do not automatically continue into the next plan year.

To enroll in any of the pre-tax accounts, select the Medical/Dental Expense Account (MDEA), Dependent Care Expense Account (DCEA), Transit Expense Account - Parking, and/or Transit Expense Account – Bus Pass/Vanpool tile.

Enroll in Your Plan

Use the **Select** button to enroll in or decline participation in the pre-tax accounts.

Contribution Amount

Enter the total Annual Pledge desired for the new plan year. A Flexible Spending Account Worksheet is available to help calculate your Annual Pledge.

The default on all the pre-tax plans is No Coverage.

Use the **Done** button to return to the **Benefits Enrollment** page to continue enrolling.

Health Savings Account (HSA) – HDHP only

Health Savings Accounts (HSA) are only available to employees that are eligible for and enrolled in one of the High Deductible Health plans (HDHP).

You must enroll or re-enroll at Open Enrollment if you wish to participate in this account for the 2024 plan year.

Enroll in Your Plan

Use the **Select** button to elect the available Health Savings Plan.

Contribution Amount

Enter the **Annual Contribution** amount desired for the new plan year. The **Calculate Cost** button will show your semi-monthly deduction/contribution.

Reviewing and accepting your final insurance elections

Select the **Add to Cart** button in the Enrollment Summary section of the Benefits Enrollment task to review your elections.

The screenshot displays the 'Open Enrollment' web portal. The main content area is titled 'Task: Benefits Enrollment'. It includes instructions to review the data privacy policy and select from available plans. A key instruction states: 'Once you have completed your elections, please select the Add to Cart button and continue to Check Out and Submit your choices.' Below this, the 'Enrollment Summary' section shows a semi-monthly cost of \$39.74 and a status of 'Pending Review'. A green 'Add to Cart' button is prominently displayed and circled in red. The left sidebar contains navigation options like 'Open Enrollment Video', 'What's Open This Year', 'Home and Mailing Address', 'Benefits Enrollment' (which is also circled in red), 'Waive Medical Coverage', 'Reprint Confirmation', and 'Summary'. The right sidebar shows 'Contact Information' with phone and address details, and 'Resources' with a link to the SEGIP Website. At the bottom, there are three columns for 'Mn Advantage Health Plan', 'Dental', and 'Vision', each showing current and new plan details and a 'Pending Review' status.

To complete and submit the elections displayed, select the **Check Out and Submit** button. Your elections will be submitted to SEGIP for processing. All accepted elections are final as of 11:59 p.m. on Nov. 15, 2023. Use the **Cancel** button to return to the Benefits Enrollment task if you need to make changes.

Submit Enrollment

REVIEW AND ACCEPT YOUR ELECTIONS

Open Enrollment

You must submit your elections by selecting the Check Out and Submit button below, or these elections will not go into effect on January 1, 2024.

I am applying for coverage in the Minnesota State Employee Group Insurance Program, Health and Dental Premium Account and Pre-tax Expense Accounts subject to approval of my eligibility. I authorize my employer to disclose the aforementioned information to the insurance plan administrator(s) indicated, for use in determining my eligibility and in processing my enrollment. This authorization is valid until revoked by operation of law. I may have chosen to authorize payroll deductions for my share of premiums on a before-tax basis.

Enrollment Elections & Semi-Monthly Cost

Min-Advantage Health Plan	No Coverage		
Coverage: None	Before Tax Cost		After Tax Cost
Dental	Delta Dental Plan Before Tax		
Coverage: Family	Before Tax Cost: 29.74		After Tax Cost
Vision	No Coverage		
Coverage: None	Before Tax Cost		After Tax Cost
Basic Life	Basic Life		
Coverage: Salary X 1	Before Tax Cost		After Tax Cost
Employee Additional Life	No Coverage		
Coverage: None	Before Tax Cost		After Tax Cost
Employee ADD	No Coverage		
Coverage: None	Before Tax Cost		After Tax Cost
Spouse Life	No Coverage		
Coverage: None	Before Tax Cost		After Tax Cost
Spouse ADD	No Coverage		
Coverage: None	Before Tax Cost		After Tax Cost
Child Life	No Coverage		
Coverage: None	Before Tax Cost		After Tax Cost
Short-Term Disability	No Coverage		
Coverage: None	Before Tax Cost		After Tax Cost
Long-Term Disability	Long-Term Disability		
Coverage: \$4,400	Before Tax Cost		After Tax Cost: 11.00
Medical/Dental Expense Acct	No Coverage		
Coverage: None	Before Tax Cost		After Tax Cost
Dependent Care Expense Acct	No Coverage		
Coverage: None	Before Tax Cost		After Tax Cost
Transit Exp Acct - Parking	No Coverage		
Coverage: None	Before Tax Cost		After Tax Cost
Transit Exp Acct-Bus/Pass/Vanpl	No Coverage		
Coverage: None	Before Tax Cost		After Tax Cost

Dependent Coverage

Name	Relationship	Medical Covrg?	Dental Covrg?	Vision Covrg?
Constantine Karim, Jal	Spouse	No	Yes	No

If you enroll a new dependent, you will receive a letter from SEGIP requesting dependent eligibility verification (after the open enrollment period ends). If you do not properly verify your relationship to the dependent, your dependent will not be enrolled for the 2024 plan year. Call (651)255-0100 if you do not receive the dependent verification letter by December 1, 2023.

Check Out and Submit certify I have reviewed the elections shown and submit them as my choices.

Cancel Do not submit my elections at this time.

Warning: Only select the **Check Out and Submit** button after you have made and reviewed all your insurance elections and are comfortable with the selections you made. Otherwise, you could lose your elections and need to start over.

Note: A summary of the semi-monthly cost of your choices will calculate in the Enrollment Summary section of the Benefits Enrollment task page. This total will update as you continue to make or change your elections and use the **Done** button to continue.

Printing your Confirmation Statement

Make sure to print your Confirmation Statement after you have **Checked Out and Submitted** your Open Enrollment choices by selecting the **Print Confirmation** button. Your Confirmation Statement is proof that your Open Enrollment benefit changes have been submitted to SEGIP. The Reprint Confirmation task will only be available when you've submitted your elections correctly.

SEGIP Member Services Center

SEGIP Member Service Specialists are here to assist employees with insurance and benefit questions or issues.

Contact Information

- **Hours:** 7:00 a.m. - 4:00 p.m., Monday through Friday
- **Closed** Nov. 10 in observance of Veteran's Day
- **Extended Hours** on Nov. 15 until 7:00 p.m.
- **SEGIP website:** mn.gov/mmb/segip/
- **Email:** segip.mmb@state.mn.us
- **Telephone:** 651-355-0100 or toll free 800-664-3597
- **Fax:** 651-797-1313
- **Mailing address:** MN Management and Budget/SEGIP, 400 Centennial Building, 658 Cedar Street, Saint Paul, MN 55155

Questions

SEGIP Member Service Representatives are available to assist with general questions related to insurance, specific issues related to benefits, eligibility, and enrollment and Open Enrollment at 651-355-0100.