2016 Online Enrollment 5 Step Process Summary

Have your 2016 Election Checklist ready – it contains the data needed for your benefit elections.

To begin, select WINGS from the Wright State Home page (link located upper right)

After Logging into WINGS, select WINGS EXPRESS (also located upper right)

At Main Menu, select EMPLOYEE

On Employee Menu, select BENEFITS AND DEDUCTIONS

Next select, BENEFITS ENROLLMENT

You will need to enter your UID and PASSWORD, select login

You are now ready to begin your Online Enrollment which is a 5 Step Process.

- As you move through the various steps and online screens, there are instructions and comments highlighted in red located at the top of several screens.
- You will move among the screens by “clicking links” at the bottom of screens, most located in the middle of the screen.

**STEP 1:** Health Benefits Summary – Current  *** View & print current benefits ***

- You will see your current 2015 benefit elections and dependents assigned to each benefit

**STEP 2:** Beneficiaries and Dependents  *** Verify your dependents (add new) ***

- You will see yourself and applicable dependents – please check information for accuracy
- If needed, you can add a dependent at this time
- Note: Some dependents listed may be previous healthcare dependents which cannot be deleted. Also, some individuals may be life insurance beneficiaries.

**STEP 3:** Healthcare Elections  *** Choose your healthcare elections or waive coverage***

After selecting, “Start Open Enrollment,” you will see two sections: Health and Flex Spending

Select “Health” to perform the following:
- Medical, Dental and Vision plans – select a plan or page down to bottom to waive coverage
- Health Savings Account (HSA) – you can elect payroll deductions if an HDHP participant
- Domestic Partner enrollments – available for all three benefits
- Older Adult Child (Age 26-28) enrollments (AAUP Faculty Only) – available for all three benefits

Select “Flex Spending” to contribute to one or both of these two benefits:
- Dependent Care Flexible Spending
- Healthcare Flexible Spending (PPO 90/10 and PPO 80/20 participants only)
Note: if you are changing to a different medical plan, you will need to enter the current plan, select the “Stop Benefit” button; then the online system will allow you to select your desired new plan.

After you have made all your selections, you will need to select the “Open Enrollment” link in the middle of your page. This will return you to the primary Step 3 screen, which will have a “Complete” button you need to select prior to moving on to Step 4.

If you later desire to review or make changes, you can “Reopen Open Enrollment” at any time, but remember you will always need to select “Complete” before moving to Step 4 and Step 5.

**STEP 4: Coverage and Allocations Summary ** LINK your dependents to your healthcare elections **

Scroll to the bottom of Step 4, you will see your elected benefit: health, dental and vision, and if applicable, Domestic Partner and/or Older Adult Child enrollments.

For each line item, you will need to select “Coverage Details.”

This will take you to a second screen which will present you and if applicable, your dependents. You want to ensure that you and all your dependents are present, and then you need to review the “begin date” and “end date” to ensure they are “linked” to your selected benefit election. Instructions are in red at the top of page.

Note: If you are selecting a different medical plan for 2016, or if you are adding a new dependent, you will need to check these dates to ensure 01/01/2016 is entered as the “Begin date.”

Once the first benefit is complete, select “Coverage and Allocations Summary” at the bottom of screen. You will need to repeat this process for each listed benefit.

**Step 5: Health Benefits Summary – Next year *** Submit & print your benefits summary ***

Final Step . . . you need to review your elections, make corrections if applicable, and when satisfied that all is correct, you need to “SUBMIT” your elections, at which time you will receive a confirmation email.

1. You will need to confirm 3 statements by “clicking” the boxes if information is correct.

<table>
<thead>
<tr>
<th>REVIEW ELECTIONS: You need to confirm all 3 statements to be able to “SUBMIT” your elections.</th>
<th>Click if Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>I see my medical, dental and/or vision benefit elections (or I waived).</td>
<td>☐</td>
</tr>
<tr>
<td>▪ If no, please repeat Steps 3 through 5</td>
<td></td>
</tr>
<tr>
<td>I see myself and/or dependents listed (linked) for each benefit I elected (or I waived).</td>
<td>☐</td>
</tr>
<tr>
<td>▪ If no, please repeat Steps 4 and 5</td>
<td></td>
</tr>
<tr>
<td>I see my contributions to the Health Savings Account and/or the Flexible Spending Accounts (Dependent Care and/or Healthcare) or I am not participating.</td>
<td>☐</td>
</tr>
<tr>
<td>▪ If no, please repeat Steps 3 through 5</td>
<td></td>
</tr>
</tbody>
</table>
NOTE: If electing the High Deductible Health Plan (HDHP), you will be asked to confirm a fourth statement regarding your eligibility for a Health Savings Account (HSA).

2. Once you confirm the three statements above, the “SUBMIT” button will appear for you to “click.”

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SUBMIT ELECTIONS:
By clicking “SUBMIT,” I am confirming that I have reviewed my summary and that my elections are correct.
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3. After you “SUBMIT”, you will receive the following messages and an email confirmation will be sent to your Wright State email.

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“Your elections have been confirmed. To make changes, return to Step 3 and “Reopen Open Enrollment.”

IMPORTANT NOTE ON RE-ENTRY AFTER SUBMISSION:
Remember, if you re-enter this Benefit Election site and make any changes, you will erase this submission, and subsequently will need to complete Steps 1-5 again including a re-submission of your elections.

“Thank you for Completing Your Enrollment!”
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4. Please note the important message regarding “RE-ENTRY AFTER SUBMISSION.”

Changes after a “SUBMIT” will erase your elections; thus you will need to repeat the 5 Step process including another “SUBMIT” in Step 5.

You will not receive an immediate email that your elections have been “erased,” however you will eventually begin receiving emails the last week of enrollment indicating your election is “not completed.”

If you re-enter, make a change, and re-submit your elections, you will receive a second email confirmation.

5. Additional Paperwork is required if your elections fall into one of the following “NEW” elections. Please watch for an additional email detailing required actions.

   a. “First Time” Enrollee in the High Deductible Health Plan
   b. Adding a “NEW” Older Adult Child(ren)
   c. Establishing a “NEW” Domestic Partnership