2017 Online Enrollment 5 Step Process Summary

Have your 2017 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 5-Step Online Enrollment Process.

- As you move through the steps and online screens, there are instructions and comments highlighted in red located at the top of several screens.

- You will move through 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 2016 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
- If a Social Security Number is blank, per the Affordable Care Act, we ask you to provide
- Note: Some dependents listed may be previous healthcare dependents or life insurance beneficiaries which cannot be deleted.

**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) – HDHP participants only
- Domestic Partner enrollments – available for all three benefits
- Older Adult Child (Age 26-28) enrollments (AAUP Faculty Only) – must select 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 first 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 in both the “Health” and/or “Flex Spending” sections, you will select the “Open Enrollment” link in the middle of each page, returning to the screen, titled “Healthcare Elections.”

**Important: To finalize, you must select the “Complete” button on this screen before moving 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/or Step 5.

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

Click Jump to Bottom. At the bottom of page, you will see your elected benefit: health, dental and vision, and if applicable, Domestic Partner and/or Older Adult Child (AAUP only) elections.

For each line item, select “Coverage Details.” A second screen will list yourself and if applicable, your dependents. You want to ensure everyone is present, and then you need to review the “begin date” and “end date” to ensure they are “linked” to your selected benefit elections.

To save any changes, you will need to check the box under “Choose Benefit” for each line you are changing, make the date change, and click the button, “Choose or Update.” Typical changes are:

1. Add a “Begin Date” of 01/01/2017 for a new dependent.
2. Add an “End Date” of 12/31/2016 for a dependent coming off your plan.
3. If you selected a different medical plan for 2017, you will need to enter 01/01/2017 in the “Begin Date” for yourself and each dependent.
4. Note: if continuing same plan and same dependents, do not change the “Begin Date.” Just ensure the “End Date” is blank.

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.

   **REVIEW ELECTIONS:** You need to confirm all 3 statements to be able to “SUBMIT” your elections.

   - I see my medical, dental and/or vision benefit elections (or I waived).
     - If no, please repeat Steps 3 through 5
   - I see myself and/or dependents listed (linked) for each benefit I elected (or I waived).
     - If no, please repeat Steps 4 and 5
   - I see my contributions to the Health Savings Account (HSA) and/or the Flexible Spending Accounts (Dependent Care and/or Healthcare) or I am not participating.
     - If no, please repeat Steps 3 through 5
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 or four statements above, the “SUBMIT” button will appear for you to "click."

3. After you “SUBMIT”, you will receive the following messages and an EMAIL CONFIRMATION will immediately be sent to your Wright State email.

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 or action 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) (for AAUP Faculty)
   c. Establishing a “NEW” Domestic Partnership