

## 2022 Online Enrollment Instructions – Step by Step

To begin, select **WINGS** from the Wright State Home page

After Logging into **WINGS**, select **WINGS EXPRESS**

At Main Menu, select **EMPLOYEE**

On Employee Menu, select **BENEFITS AND DEDUCTIONS**

Next select, **BENEFITS ENROLLMENT**

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 advance 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 2 Healthcare elections and dependents assigned to each benefit
- Towards bottom of screen, you will see information your Life Insurance and Short-Term Disability benefits. If you want to make changes, this is done outside of this online system and requires paper forms to be submitted to HR.

### **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. Appearing on this screen does not mean they are being included in your benefit elections. However, they do have to appear here to be eligible for healthcare elections.

### **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) – for HDHP participants only, if desire, select your desired payroll deductions ensuring you do not exceed the IRS annual limits

**NOTE: Given the programming changes that occurred this year, you will need to either elect or waive your Medical Plan. In prior years, if continuing with the same plan, you did nothing. Applies only to medical, Dental and Vision plans should appear the same as prior years.**

Select “**Flex Spending**” to contribute to one or both of these two benefits:

- Dependent Care Flexible Spending
- Healthcare Flexible Spending – typically only PPO 80/20 or waived participants

**NOTE:** For these situations:

- If you are changing your medical plan
- If you currently have coverage, but want to waive coverage for next year, or
- If currently waived, and want to select coverage for next year,

You will first need to select the current plan, click on 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/or vision.

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.

1. **If continuing coverage, same plan:** do nothing as long as the “BEGIN DATE” is populated and “END DATE” is blank.
2. **If continuing coverage, different medical plan:** enter the Open Enrollment Effective Date as the “BEGIN DATE” and remove any “END DATE” for yourself and any dependents.
3. If linking a new dependent, enter the Open Enrollment Date as the “BEGIN DATE.”
4. If terminating a dependent currently your plan: enter the day before the Open Enrollment Effective Date as the “END Date” and select “Open Enrollment” for the Deduction Termination Reason column.

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.”

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 benefit you elected to enroll: medical, dental and/or vision.

**Step 5: Health Benefits Summary – Next year**

**\*\*\* Submit & print your benefits summary \*\*\***

Final Step . . .

- a) You need to review your elections,
- b) Make corrections if applicable, and
- c) When satisfied that all is correct, you need to “SUBMIT” your elections,
- d) At which time you will receive a confirmation email.

This is a critical step – you need to confirm this summary lists the benefits you elected, and that yourself and each dependent is listed for each benefit; and if applicable and desire HSA Account contribution or any Flexible Spending Account election (Dependent Care and Healthcare) is noted.

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

<b>REVIEW ELECTIONS: You need to confirm all 3 statements to be able to “SUBMIT” your elections.</b>	Click if Complete
I see my medical, dental and/or vision benefit elections (or I waived). - If no, please repeat Steps 3 through 5	<input type="checkbox"/>
I see myself and/or dependents listed (linked) for each benefit I elected (or I waived). - If no, please repeat Steps 4 and 5	<input type="checkbox"/>
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	<input type="checkbox"/>

**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).

<b>REVIEW ELECTIONS: Certify the following 4<sup>th</sup> statement if you selected the HDHP.</b>	Click if Complete
Per IRS regulations, to be eligible for a Health Savings Account (HSA), associated with HDHP, I certify the following: - I will <b>not</b> be covered under a second, non-HDHP medical plan (e.g. Tricare, PPO, HMO) - I will <b>not</b> be enrolled in Medicare Benefits - I will <b>not</b> be covered under a healthcare flexible spending account (FSA). - I will <b>not</b> be claimed as a tax dependent of another person - I will <b>not</b> be on a J-1 Visa	<input type="checkbox"/>
If you <b>cannot certify all of the above</b> , repeat steps 3 through 5 and <b><u>select the PPO 80/20 medical plan.</u></b>	
NOTE: For those of you who are “not eligible” for the HSA account per the above, however, you still desire to elect the HDHP Medical plan, this is allowed. Please email <a href="mailto:HR_Benefits@wright.edu">HR_Benefits@wright.edu</a> to discuss the situation.	

2. Once you confirmed the three or four statements by clicking each box, a “SUBMIT” button will appear for you to “click.”

**SUBMIT ELECTIONS:**

By clicking “SUBMIT,” I am confirming that I have reviewed my summary and that my elections are correct.

SUBMIT

3. After you “SUBMIT”, you will receive the following messages:
  - Message regarding “RE-ENTRY AFTER SUBMISSION, and
  - An **EMAIL CONFIRMATION** will immediately be sent to your Wright State email.

4. If you re-enter the online enrollment, you can easily erase your previously submitted elections.

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. After clicking “SUBMIT,” the following words in box below should appear at the bottom of Step 5.
  - Even if you reenter the online enrollment, you need to check Step 5 and ensure this wording is presented at the bottom of the page.
  - If not present, you will see the questions and boxes and know that your re-entry erased your previous elections; and thus will need to resubmit.

“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!”**

6. You can now CLOSE Step 5 and exit the Online Enrollment.

7. Also please **retain a copy of Step 5 and your EMAIL CONFIRMATION.**