2023 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 Healthcare elections and dependents assigned to each benefit.
- At bottom of screen, you will see information regarding 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 during Open Enrollment.

**STEP 2:** Beneficiaries and Dependents  
*** Verify your dependents (add new) ***
- You will see yourself and applicable dependents.
  - **NOTE:** This list can include dependents who may have been previous healthcare dependents or life insurance beneficiaries which cannot be deleted. Appearance 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.
- If needed, you can add a dependent at this time.
- If a Social Security Number is blank, per the Affordable Care Act, we are asking you to enter.
- Please ignore “College Status” – it does not impact your Healthcare Benefits.

**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, optional but if desire, select your desired payroll deductions ensuring you do not exceed the IRS annual limits. The HSA selection is right below your HDHP plan selection.

**Medical:** For 2023, you **will need to select one of the medical plan options:** HDHP, PPO 80/20, Blue HPN or Waive (at bottom).
Dental and Vision: For 2023, if currently enrolled, you will see one or both of these already selected. If retaining as is, you do not need to do anything.

NOTE: once coverage is selected, and you desire a change for any reason, you will first need to select the selected plan, click on the “Cancel Choice” button. Now, the online system will allow you to select your desired new plan.

This includes if you are moving from Waive to select a plan; or moving from plan selection to Waive.

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
  - Can be a HDHP participant who is choosing to not receive the HSA. Please email HR_Benefits@wright.edu to discuss and ensure HR is aware of this decision.

NOTE: Both of these selections are annual elections and cannot be changed during 2023 unless there is a qualifying event.

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.**

Now select “Return to Benefits Enrollment” link at bottom, center of page

If you later decide to review or make changes, you can “Reopen Open Enrollment” at any time, but remember you will always need to select “Complete” in Step 3 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 the offered benefits.

For each healthcare benefit you elected in Step 3, you will need to individually select “Coverage Details.” Once selected, a second screen will appear listing yourself and if applicable, your dependents.

**NOTE:** As with Step 2, there may be previous healthcare dependents or life insurance beneficiaries listed that you can ignore. These individuals will probably either have no dates (never covered); or might have an earlier begin date and an end date from the past.

You do want to ensure everyone is listed that you expect to cover in 2023. You will need to review the BEGIN DATE and END DATE to ensure they are “linked” to your selected benefit elections.

- **BEGIN DATE – needs to be populated:**
  - If continuing in same plan, a benefit BEGIN DATE probably exists with no END DATE - no changes are needed.
If moving to a new plan, the benefit BEGIN DATE is probably missing and you need to enter ‘01/01/2023’ with no END DATE.

- If adding a new dependent, you will probably need to enter the BEGIN DATE of ‘01/01/2023’ with no END DATE
- For any of the above, if a termination date exists, you will need to remove the termination date and enter a BEGIN DATE of ‘01/01/2023’

- END DATE – only needs to be populated if removing someone covered today, e.g. spouse or child. ‘12/31/2022 should be entered for END DATE if not continuing this individual effective January 1, 2023.
  - Also, when adding an END DATE, you need to select “Open Enrollment” for the Deduction Termination Reason.

**NOTE: Review the instructions in red at the top of page.**

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 immediately receive a confirmation sent to your Wright State 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.

<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 (HSA) 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).

**REVIEW ELECTIONS: Certify the following 4th statement if you selected the HDHP.**

Per IRS regulations, to be eligible for a Health Savings Account (HSA), associated with HDHP, I certify the following:
- I will **not** be covered under a second, non-HDHP medical plan (e.g. Tricare, PPO, Blue HPN)
- I will **not** be enrolled in Medicare benefits
- I will **not** be covered under a healthcare flexible spending account (FSA) – your own or spouse
- I will **not** be claimed as a tax dependent of another person
- I will **not** be on a J-1 Visa

If you **cannot certify all of the above**, repeat steps 3 through 5 and **select the Blue HPN or the PPO 80/20 medical plan.**

**NOTE ONE EXCEPTION:** For those of you who are “not eligible” for the HSA account per the above, and, you still desire to elect the HDHP Medical plan, this is allowed. It is also acceptable to be in or covered by a Healthcare FSA if you choose not to have an HSA Account. However, in either case, you will need to certify above that you are eligible for the HSA . . . the online system does not accommodate the HDHP without the HSA. Please email HR_Benefits@wright.edu to either (a) discuss the situation or/and (b) to ensure HR is aware that you cannot have an HSA.

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.

3. After you “SUBMIT”, you will receive the following messages:

“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 3-5 again including a re-submission of your elections.

“Thank you for Completing Your Enrollment!”

4. An **EMAIL CONFIRMATION** will immediately be sent to your Wright State email.
   - Please retain a copy the email confirmation and/or Step 5 for your personal records.
5. You can now CLOSE Step 5 and exit the Online Enrollment

IMPORTANT NOTE:

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

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

If this occurs, you will need to repeat Steps 3-4 and “re-submit” your elections.

Anytime you re-enter, whether making a change or not, you should repeat the “submit” for your elections. Every time you submit, you will receive another email confirmation.