

# ULTIPRO OPEN ENROLLMENT QUICK TIPS

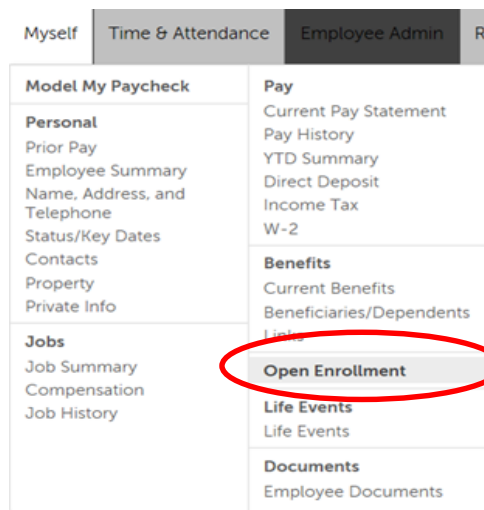
Open Enrollment is October 31<sup>st</sup> – November 18<sup>th</sup>

The Claremont Colleges will be using the UltiPro portal for faculty and staff to elect and submit their benefit choices for all institutions (except Claremont Graduate).

The following is a list of “**MUST DO’s**” for Open Enrollment 2017:

**Active Enrollment:** Active enrollment means that you must elect or decline benefits during Open Enrollment. If you do not actively enroll in the desired benefit, you will not be covered in 2017.

- **UltiPro Access:** Each benefits-eligible employee with a college network account will need to access the UltiPro portal for open enrollment. If you need assistance with activating your account or resetting a password, please contact your Human Resources department.
- **Open Enrollment Module:** Once logged onto UltiPro go to “Myself” on the menu bar and click on Open Enrollment. This will take you to the Open Enrollment module.



- **Welcome Message:** Please read the “Welcome Message” posted on the first page of the Open Enrollment Self Service Module. The Welcome Message has pertinent information regarding this year’s Open Enrollment process and requirements.

## About Open Enrollment

### Open Enrollment 2017

- **Beneficiary/Dependent:** If enrolling an additional beneficiary and/or dependent the dependent’s social security number and date of birth are required. Please ensure that you have this information before you access the Open Enrollment site. Ensure your dependents are marked as Dependent/Beneficiary to be able to enroll them.

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- **Cigna Dental:** If enrolling in the dental DHMO plan, you are **required** to provide a primary care dentist (PCD) and facility ID code. You can visit the Cigna website for this information at [www.cigna.com](http://www.cigna.com). To search for a dentist, select “Cigna Dental Care HMO” for Plan Type. *If you do not wish to make an election, Cigna will auto assign a dental office to you, simply put none to move to the next benefit screen.*

Physician name	ID
<input type="text" value="Dr. Green"/>	<input type="text" value="12345"/>

- **Flexible Spending & Health Savings Accounts:** If you wish to make contributions to an FSA or HSA for 2017 you must elect the benefit and enter a goal amount or per pay period amount.

Enter amount for:

<input checked="" type="radio"/> Contribution per pay check	<input type="text" value="\$25.00"/>
<input type="radio"/> Annual contribution	<input type="text" value="\$300.00"/>

- **Required Elections:** You will have to either **Enroll** or **Decline** each benefit. Elections will pre-populate based on your current elections but you must review each page and submit for them to take effect.
  - Medical
  - Health Savings Account
  - Kaiser Arbitration Agreement
  - Dental
  - Vision
  - Dependent Care FSA
  - Health Care FSA
  - Basic Life
  - Employee Supplemental Life
  - Spouse Life
  - Child life
  - Accidental Death and Dismemberment
- **Confirmation Statement:** You may print a confirmation statement for your records. You may go back and modify your elections at any time during Open Enrollment by clicking on Modify Elections. Please be sure to **“Submit”** your elections once complete.

## Confirmation

[Modify Elections](#)

**The deadline to elect benefits for 2017 is 5pm on November 18, 2016.**