INSTRUCTIONS FOR ONLINE BENEFITS ENROLLMENT

Before you begin, please determine which benefits you plan to elect for 2013. As a reminder:

• **If you plan to maintain the same medical, dental, and/or Supplemental Life Insurance coverage, no action is required by you.**
• To participate in the Health Care Reimbursement Account and/or the Dependent Care Reimbursement Account, you must re-enroll.
• You must enroll, re-enroll, review, and/or change your beneficiary(ies) and provide the required documentation by November 30, 2012.
• The online enrollment process takes approximately 15 minutes.

**To get started:**

• Go to myNEU.
• Enter your username and password.
• Click on the Services and Links tab.
• Click on Benefits Open Enrollment.

The welcome screen provides instructions and displays your current benefit elections at the bottom of the screen.

**Medical and Dental**

• If you want to change your medical or dental plan, click on Medical/Dental and make your election.
• You can also view and update the covered dependents on your plan.
• To enroll a new dependent, you must provide HRM with the required documentation by November 30, 2012.
• A green check mark indicates your elections have been made.

**Life Insurance**

• To review your life insurance, click Life Insurance or, from the Medical/Dental page, click on the Continue Enrollment box.
• Please note: Life insurance is calculated based on your salary and age as of January 1, 2012. Amounts will be updated on January 1, 2013, to reflect changes.
• Please take this opportunity to review and, if needed, update your Beneficiary Allocations to ensure accuracy.
• A green check mark indicates your elections have been made.

**Flexible Spending Accounts**

• To participate in the Health Care Reimbursement Account and/or the Dependent Care Reimbursement Account, you must re-enroll; your 2012 election amounts do not carry forward.
• To enroll in the Health Care Reimbursement Account and/or the Dependent Care Reimbursement Account, click Flex Spending Accounts or, from the Life Insurance page, click on the Continue Enrollment box.
• Click on the account(s) and enter a dollar amount.
• After you have completed this section, select Benefits Open Enrollment to return to the main page to confirm and submit your 2013 elections.

**Confirm and Submit Your 2013 Elections**

• When you have completed your elections, click the Finish Enrollment box.
• After you review your elections, click Confirm Enrollment, which completes the process.
• You will be prompted to print your 2013 open enrollment benefit elections; keep this confirmation for your records.