Select your 2016 benefits using the online enrollment tool.

» Enroll in a medical and dental plan
» Enroll in supplemental life insurance and verify and/or change your beneficiaries
» Select pre-tax amounts to contribute to your reimbursement account(s)

You’re in the driver’s seat. Let’s get started!

1. Go to myNEU
2. Enter your username and password
3. Click on the Services and Links tab
4. Click on Benefits Open Enrollment

The welcome screen provides instructions and displays your benefits status at the bottom of the screen.

Medical / Dental / Vision

» Click on Medical/Dental/Vision and make your election
» You may view and update the covered dependents on your plan
» To enroll a new dependent, you must provide HRM with the required documentation by November 20, 2015
» A green check mark indicates a selection has been made
» Go to next benefit group

Flexible Spending / Health Savings Account

» To participate in the Health Care Reimbursement Account and/or the Dependent Reimbursement Account, you must re-enroll; your 2015 election amounts do not carry forward
» To enroll in the Health Care Reimbursement Account, Dependent Care Account, and/or the HSA, click Flex Spending/Health Savings or, from the Medical/Dental page, click on the Go to Next Benefit Group box
» Click on the account(s) and enter a dollar amount
» A green check mark indicates a selection has been made

Life Insurance

» To review your life insurance, click Life Insurance or, from the Flex Spending/Health Savings page, click on the Go to Next Benefit Group box
» Please note: Life insurance is calculated based on your salary and age as of January 1, 2015. Amounts will be updated on January 1, 2016, 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

Voluntary Benefits

» To enroll in the voluntary benefits, click on the plan you wish to elect and make your selection
» A green check mark indicates a selection has been made
» After you have completed this section, select Benefits Open Enrollment to return to the main page to review and submit your 2016 elections

Review Enrollment and Submit Enrollment

» When you have completed your elections, click the Review Enrollment box

Review Enrollment

» After you review your elections, click Submit Enrollment, which completes the process
» You will be prompted to print your 2016 Open Enrollment Benefit Elections; keep this confirmation for your records

Please note: If you did not make any changes to an election group, the group will not appear on the review page.

That’s it! With your 2016 benefits selected, you can navigate your way to a better future.