

# Bates College

## Online Enrollment Quick Reference Guide

### TIPS AND REMINDERS

1. Firefox is the preferred internet browser to use for online enrollment. You may have a slightly different experience with Internet Explorer or other internet browsers.
2. Online Enrollment begins on Monday November 8<sup>th</sup> and ends on Monday November 22<sup>nd</sup>.
3. There are open labs available for assistance. Please see your 2011 Benefits Enrollment guide for times and dates.
4. If you want to change a choice that you have made, and have not clicked **Complete**, click on the benefit and click **Cancel Choice**
5. You must click **Complete** on the Annual Enrollment page to finalize your choices.
6. Once you have completed your enrollment you can click on **Review benefits for next year** and review your elections.
7. If you need to make a change after hitting the complete button you can click on the Reopen Open Enrollment Button and make changes all the way up until midnight on November 22<sup>nd</sup>.

### Accessing Online Annual Enrollment

1. Access **The Garnet Gateway** from **The Quad: Gateways and Resources** on the Bates homepage
2. Enter your **Bates ID #** and **PIN**
3. Click the **Employee Menu Tab**
4. Click on **Annual Benefits Enrollment**
5. Click on **Start Open Enrollment**

### Changing Medical or Dental Plans

1. Once you have started Open Enrollment, click on **Health & Dental Insurance**
2. To change Health plans (HMO to POS)
  - a. Click on your current election
  - b. Click on **Stop Benefit**
  - c. Click on your new benefit choice
  - d. Click on the level of coverage (Under **My Choice**)
  - e. Click **Add Choice**
3. To change Dental plans follow #2.
4. To change levels in the same Health or Dental Plan
  - a. Click on **Health & Dental Insurance**
  - b. Click on your current election
  - c. Click on the level of coverage (Under **My Choice**)
5. Click **Submit Change**

### Domestic Partners

1. Domestic Partners coverage is listed under **Dental Coverage for Your Domestic Partner** or **Medical Coverage for Your Domestic Partner**
2. If you change plans you must also change your Domestic Partner's Plan
  - a. Click on **Health & Dental Insurance**
  - b. Click on **Medical Coverage for your Domestic Partner**
  - c. Click on the level of coverage (Under **My Choice**)
  - d. Click **Add Choice**
3. Follow #2 to add Dental Coverage for your Domestic Partner
4. Obtain Affidavit for Domestic Partners from Human Resources
5. Complete form and submit to Human Resources

### Adding or deleting a dependent

To change levels or to add or delete a dependent in the same Health or Dental Plan

1. Click on **Health & Dental Insurance**
2. Click on your current election
3. Click on the level of coverage (Under **My Choice**)
4. Click **Submit Change**
5. Click on link **Dependent Coverage Change Form**
6. Print the form by clicking the printer in upper left corner
7. Complete the form
8. Submit to Human Resources

### Contributions to the Healthcare Reimbursement Account

To select a Healthcare Reimbursement Account you must choose to enroll each year. Minimum contribution is \$100. Maximum contribution is \$5,000.

1. Click on **Healthcare & Dependent Care Reimbursement Accounts**
2. Click on **Healthcare Reimbursement Account Contribution** or **Healthcare Reimbursement Account with Benny Card** (if you want a Benny Card)

3. Enter the amount that you want to contribute each Pay Period (Note: Divide the total amount you want to contribute for the year by the number of pay periods (see instructions at top))
4. Enter the amount that you want to contribute for the Year
5. Click **Add Choice**
6. Exit **Healthcare & Dependent Care Reimbursement Accounts** by hitting one of the navigation menu buttons at the bottom of the page.

### Contributions to the Dependant Care Reimbursement Account

To select a Dependent Care Reimbursement Account you must choose to enroll each year. Minimum contribution is \$100. The total of your annual contribution and the College's Dependent Care Subsidy cannot exceed \$5,000.

1. Click on **Healthcare & Dependent Care Reimbursement Accounts**
2. Click on **Dependent Care Reimbursement Account Contribution**
3. Enter the amount that you want to contribute each Pay Period (Note: Divide the total amount you want to contribute for the year by the number of pay periods (see instructions at top))
4. Enter the amount that you want to contribute for the Year
5. Click on the link **Dependent Care Subsidy Form**
6. Print the form by clicking the printer in upper left corner
7. Complete the form
8. If you are applying for a higher subsidy amount attach a copy of the page of your 2009 tax return that identifies your Adjusted Gross Income
9. Submit the form to Human Resources
10. Click **Add Choice**

### Life Insurance and Accidental Death & Dismemberment

- If you do not want to make a change your current elections will automatically continue into 2011.
- You may review the 2011 cost of your life insurance elections through the Review benefits for next year link on the Annual Enrollment Main Menu
- If you want to make a change to your elections you must contact Human Resources and meet with either Ken Emerson or Brenda Sawyer.

### Health Insurance Contribution Credit

To receive the Health Insurance Contribution Credit you must apply for it each year.

1. Click on **Health and Dental Insurance**
2. Click on the link **HICC form** in the instructions at the top
3. Print the form by clicking the printer in upper left corner
4. Complete the form, attach last year's tax form
5. Submit to Human Resources

### IN A NUTSHELL

1. Review what changes there have been to the benefit plans by reading the 2011 Benefits Enrollment Guide sent to you last week or available online at <http://www.bates.edu/2011-annual-enrollment.xml>
2. Access the online Annual Enrollment system through the Garnet Gateway sometime between November 8<sup>th</sup> and November 22<sup>nd</sup>.
3. To see the cost of your 2011 benefits click on the **Review next years** benefits link.
4. Make any desired changes to your medical or dental plans.
5. Enroll in the reimbursement accounts as desired.
6. Send Human resources any Dependent Coverage Change Forms, Dependent Care Subsidy Forms or Health Insurance Contribution Credit (HICC) forms as necessary.
7. Contact Human Resources if you want to make changes to yours or your dependents Life or AD&D elections.

Your Notes: