

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 5th and ends on Tuesday November 20th.
3. There are open labs available for assistance. Please see your 2013 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 20th.

Accessing Online Annual Enrollment

1. Access **The Garnet Gateway** from link on the bottom of the Bates homepage (or bottom of any page)
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 (OAP to OAPin)
 - 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 (opt in or opt out).
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 are listed as options (5) You & Domestic Partner and (6) You, Partner & Child(ren) under the medical or dental plans.
2. Follow steps 1-5 under **Changing Medical Plans** above to select or make changes to your domestic partner's coverage.
3. If adding coverage for your domestic partner for the first time obtain Affidavit for Domestic Partners from Human Resources
4. 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 \$2,500.

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

3. Enter the amount that you want to contribute each Pay Period or the annual amount (Note: the system will calculate either the per pay period or annual amount for you depending on which is entered (see instructions at top of online enrollment page))
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 or the annual amount (Note: the system will calculate either the per pay period or annual amount for you depending on which is entered (see instructions at top of online enrollment page)) Enter the amount that you want to contribute for the Year
4. Click on the link **Dependent Care Subsidy Form**
5. Print the form by clicking the printer in upper left corner
6. Complete the form
7. If you are applying for a higher subsidy amount click on **Higher Dependent Care Subsidy Application** and submit a copy of the page of your 2011 tax return that identifies your Adjusted Gross Income with your Dependent Care Subsidy Form
8. Submit the Dependent Care Subsidy form to Human Resources
9. 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 2013.
- You may review the 2013 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 **Health Insurance Contribution Credit (under \$60,000 in Household Income)**
3. Click on the **HICC form** link and print the form by clicking the printer in upper left corner
4. Complete the form, attach your 2011 tax form(s)
5. Submit to Human Resources

IN A NUTSHELL

1. Review what changes there have been to the benefit plans by reading the 2013 Benefits Enrollment Guide sent to you last week or available online at <http://www.bates.edu/hr/files/2011/10/hr-2012-benefits-enrollment-guide.pdf>
2. Access the online Annual Enrollment system through the Garnet Gateway sometime between November 5th and November 20th.
3. To see the cost of your 2013 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.