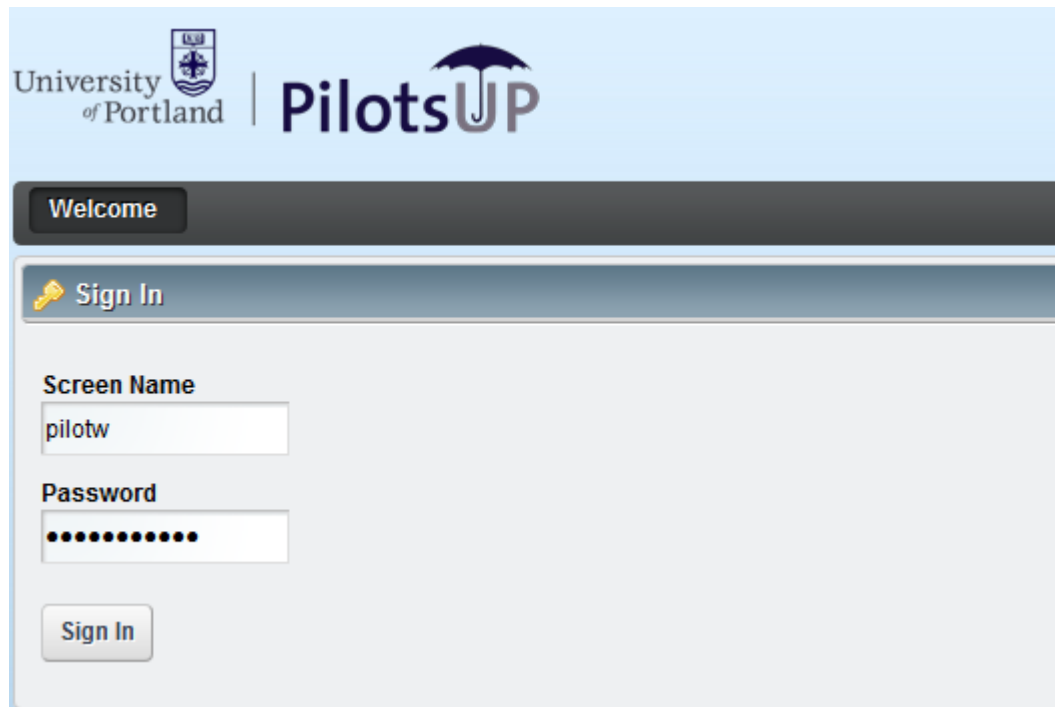


Open Enrollment Help Sheets

Getting Started with Open Enrollment

Step 1: Go to <https://pilots.up.edu/group/hr/open-enrollment> and log into Pilots UP using your UP username and password.

A screenshot of the PilotsUP login interface. At the top, the University of Portland logo is on the left, and the PilotsUP logo (featuring an umbrella) is on the right. Below the logos is a dark grey bar with the word "Welcome" in white. Underneath is a light blue bar with a key icon and the text "Sign In". The main login area is light grey and contains two input fields: "Screen Name" with the text "pilotw" and "Password" with masked characters. A "Sign In" button is located at the bottom of the form.

University of Portland | PilotsUP

Welcome

Sign In

Screen Name
pilotw

Password
.....

Sign In

Questions?
Email benefits@up.edu
Contact HR @ 503-943-8484

Open Enrollment Help Sheets

Step 2: Once you are logged in, you will see a summary of your current Medical and/or Dental benefits. Rates for 2018 are listed.

A list of dependents covered on the plan are listed for Kaiser coverage off to the right. Share the Savings benefit will not list all dependents.

Medical		
Current Health Plan: Kaiser Medical Insurance		
Current Level: Basic Family		
Monthly Employee Premium Amount:	2017:	2018:
	\$257.00	\$272.00
Please Note: New premium amounts will be applied on your last paycheck in December 2017.		
2018 Medical Plans	Employee cost per month	UP Contribution per month
Kaiser Basic		
Single	\$84.00	\$467.24
Two Party	\$166.00	\$936.48
Family	\$272.00	\$1,326.60
Kaiser Added Choice		
Single	\$380.00	\$467.62
Two Party	\$758.00	\$937.25
Family	\$1,131.00	\$1,327.02

Questions?
Email benefits@up.edu
Contact HR @ 503-943-8484

Open Enrollment Help Sheets

Step 2 continued: You may need to scroll down to see your current Dental benefits and covered dependents. 2018 rates are listed.

A list of dependents covered under Kaiser or MODA Dental will be listed to the right.

Dental

Current Dental Plan: MODA Dental Insurance

Current Level: Family

Monthly Employee Premium Amount: 2017: \$32.00 2018: \$32.00

Please Note: New premium amounts will be applied on your last paycheck in December 2017.

2018 Dental Plan	Employee cost per month	UP Contribution per month
Kaiser Dental		
Single	\$7.00	\$47.68
Two Party	\$13.00	\$87.06
Family	\$26.00	\$124.92
Moda Dental		
Single	\$10.00	\$44.77
Two Party	\$16.00	\$84.23
Family	\$32.00	\$119.18

Questions?
Email benefits@up.edu
Contact HR @ 503-943-8484

Open Enrollment Help Sheets

Step 3: At the bottom of the page, you will find two options – CONFIRM or CHANGE.

- Select CONFIRM if you'd like to continue the same benefit elections for 2018.
- Select CHANGE to go to Self Serve where you can change your elections for 2018.

2018 Elections

Please click CONFIRM or CHANGE for your 2018 healthcare elections.

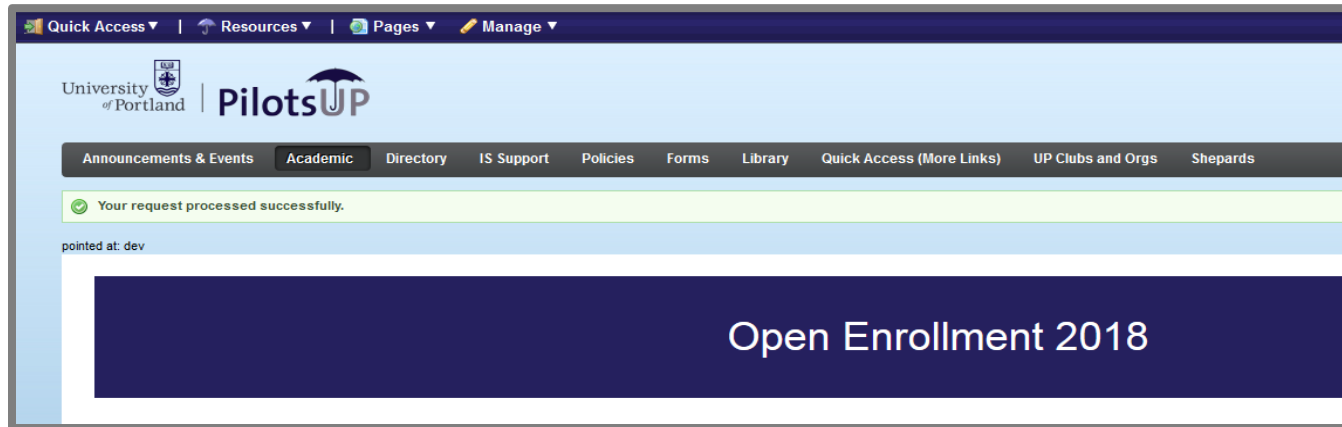
CONFIRM will validate your current plan coverage will continue into 2018. If you need to make changes to dependents, please email benefits@up.edu with that change after selecting CONFIRM.

CHANGE will take you to Open Enrollment in Self Serve to make changes to your plan of choice for 2018.

CONFIRMCHANGE

Open Enrollment Help Sheets

Step 4: If you selected CONFIRM for continuing same coverage, you will see a note at the top of Pilots UP that the request has been processed.

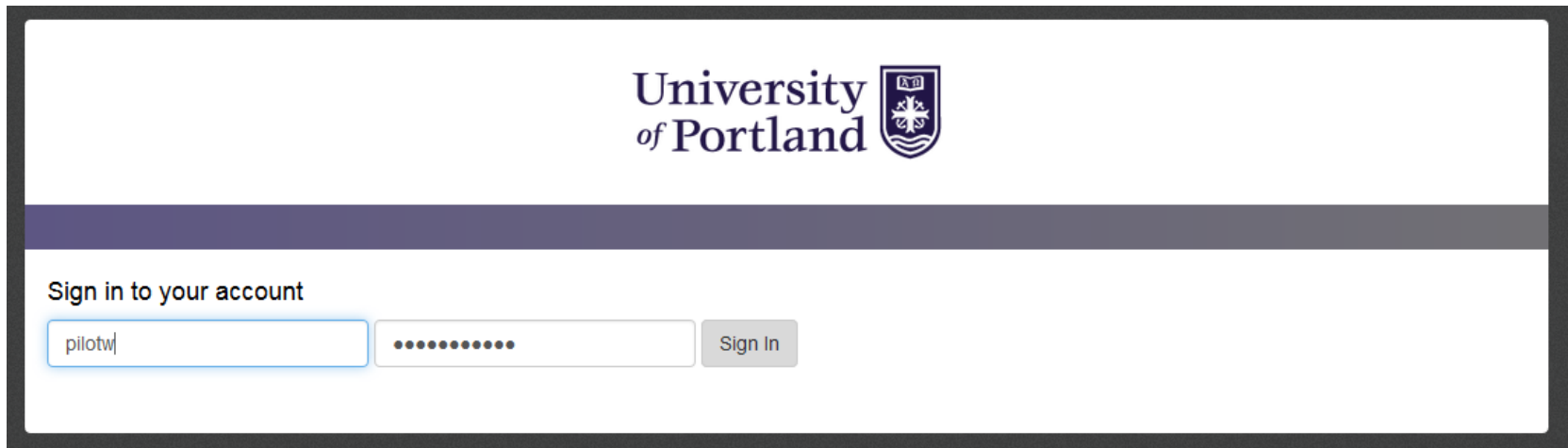


You will receive a confirmation email from openenrollment@up.edu with important information, please read! *Continuation of certain benefits require additional forms.*

- To continue Share the Savings for 2018, you will need to complete a new application providing proof of coverage for 2018.
- To continue Flexible Spending accounts, you will need to complete a new enrollment form for 2018.
- These forms can be found at <https://www.up.edu/hr/forms/index.html>.

Open Enrollment Help Sheets

Step 5: If you selected CHANGE, you will be directed to log into Self Serve using your UP username and password. This will then take you to the Open Enrollment page in Self Serve where you can elect changes to benefits for 2018.

A screenshot of the University of Portland Self Serve login page. At the top, the University of Portland logo is displayed. Below the logo is a horizontal bar. Underneath the bar, the text "Sign in to your account" is visible. There are two input fields: the first contains the username "pilotw" and the second contains a masked password represented by dots. To the right of the password field is a "Sign In" button.

Please open the Part 2 help sheet - making changes in SSB found here:
<https://www.up.edu/hr/benefits/open-enrollment.html>.

Questions?

Contact Human Resources

503 943-8484 | benefits@up.edu