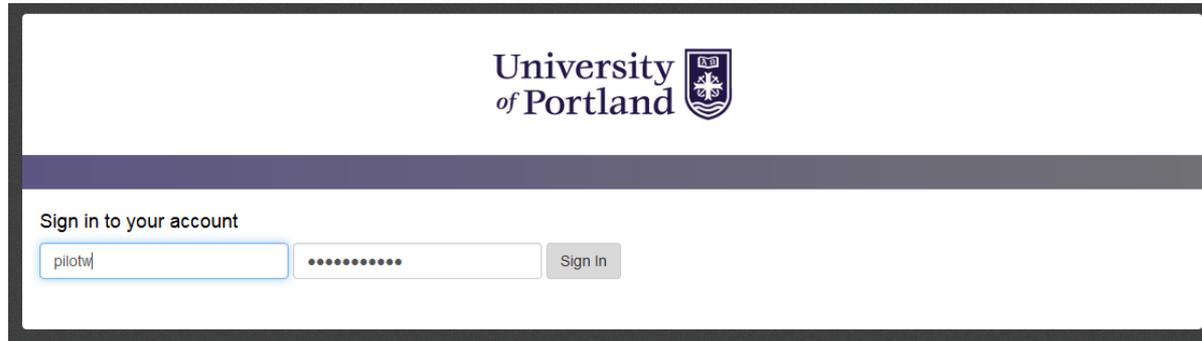


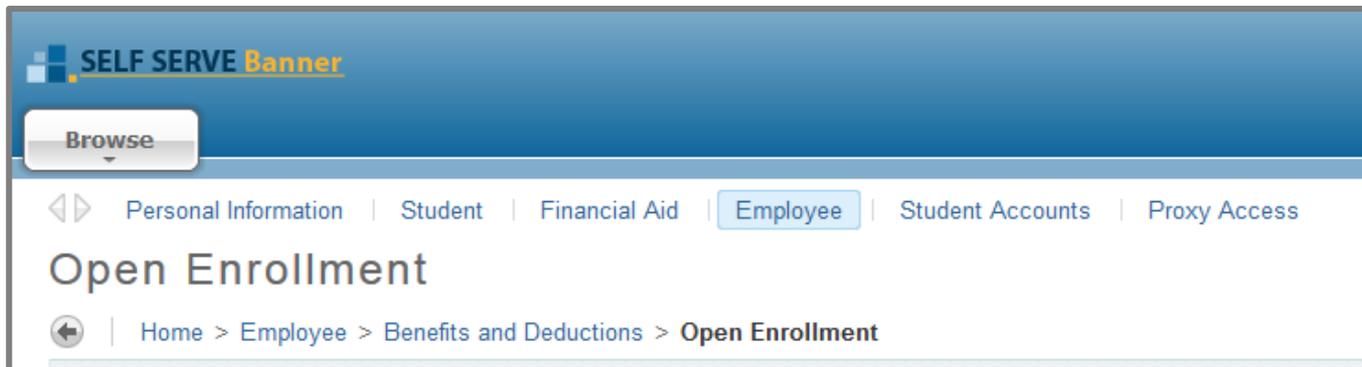
Open Enrollment Help Sheets

After selecting to make a change in Pilots UP, you will be directed to log into Self Serve using your UP username and password.



The screenshot shows the University of Portland Self Serve login interface. At the top, the university's name and crest are displayed. Below this is a dark horizontal bar. Underneath, the text "Sign in to your account" is followed by two input fields: one for the username (containing "pilotw") and one for the password (represented by dots). A "Sign In" button is positioned to the right of the password field.

Once you log in, you will be directed to the Open Enrollment page in Self Serve where you can make changes to benefits for 2018.

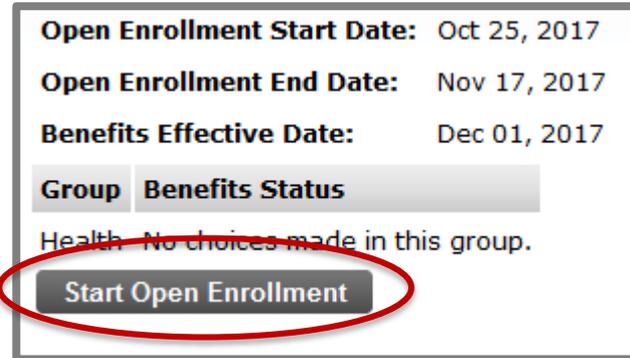


The screenshot displays the "SELF SERVE Banner" at the top. Below the banner is a "Browse" button. A navigation menu includes links for "Personal Information", "Student", "Financial Aid", "Employee" (which is highlighted), "Student Accounts", and "Proxy Access". The main heading is "Open Enrollment". A breadcrumb trail at the bottom reads: "Home > Employee > Benefits and Deductions > Open Enrollment".

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

Open Enrollment Help Sheets

Step 1: Select the “Start Open Enrollment” button.



Open Enrollment Start Date: Oct 25, 2017
Open Enrollment End Date: Nov 17, 2017
Benefits Effective Date: Dec 01, 2017

Group	Benefits Status
Health	No choices made in this group.

Start Open Enrollment

Step 2: Click on the Group offering “Health”.



Open Enrollment Start Date: Oct 25, 2017
Open Enrollment End Date: Nov 17, 2017
Benefits Effective Date: Dec 01, 2017

Group	Benefits Status
Health	MODA Dental Insurance will be continued into the new year. Kaiser Medical Insurance will be continued into the new year.

Complete **Restart** **Cancel** **Calculate Cost**

Open Enrollment Help Sheets

Step 3: You will see a listing of your current elected benefits in blue. You can now select a benefit to change by clicking on one of the hyperlinked titles.

Health Group

[MODA Dental Insurance](#) You have asked to continue this benefit into the new year

Plan	Employee Amount	Employer Amount
Family	32.0000	119.1800

Kaiser Dental Insurance This benefit deduction cannot be selected as you have selected the following:
[MODA Dental Insurance](#)

[Kaiser Medical Insurance](#) You have asked to continue this benefit into the new year

Plan	Employee Amount	Employer Amount
Basic Family	272.0000	1,326.6000

Share the Savings This benefit deduction cannot be selected as you have selected the following:
[Kaiser Medical Insurance](#)

[Restart](#)

EXAMPLE

- To change dental providers, you will need to **stop** the current plan before adding the other option.
- To add Share the Savings, you will need to **stop** the Kaiser Medical benefit first.
- To add Kaiser Medical, you will need to **stop** the Share the Savings benefit first.

The next page will show you how to stop a benefit.

Open Enrollment Help Sheets

Step 4: You will see all options available under this benefit.

Kaiser Dental Insurance

Deduction Effective as of: Dec 01, 2017

Current Plan	Plan	Employee Amount	Employer Amount	My Choice
	Family	13.0000	62.4600	<input type="radio"/>
My Current Plan	Single	3.5000	22.2600	<input checked="" type="radio"/>
	Two Party	6.5000	44.5200	<input type="radio"/>

Submit Change

Stop Benefit

- To make a plan change to this benefit, select a new option under My Choice column and click on the “Submit Change” button.
- To stop enrolling in this benefit altogether, click on the “Stop Benefit” button or “Cancel Choice”.

Kaiser Dental Insurance

Deduction Effective as of: Dec 01, 2017

Plan	Employee Amount	Employer Amount	My Choice
Family	26.0000	124.9200	<input type="radio"/>
Single	7.0000	47.6800	<input checked="" type="radio"/>
Two Party	13.0000	87.0600	<input type="radio"/>

Add Choice

- To add benefit, select an option under My Choice and click on “Add Choice button.

Open Enrollment Help Sheets

Step 5: This will take you back to your new listing of elected benefits. You can continue to make changes by going back to Step 3 in selecting a different benefit title.

At anytime, you can click on “Restart” to set Open Enrollment back to 2017 coverage.

Once all changes have been made, click on the Open Enrollment link at the bottom.

Health Group

MODA Dental Insurance You have asked to terminate this benefit in the new year This benefit deduction cannot be selected as you have selected the following:

Kaiser Dental Insurance

[Kaiser Dental Insurance](#) You have asked to start this benefit in the new year

[Kaiser Medical Insurance](#) You have asked to continue this benefit into the new year

Share the Savings This benefit deduction cannot be selected as you have selected the following:
Kaiser Medical Insurance

Restart

[Open Enrollment](#)

Plan	Employee Amount	Employer Amount
Family	26.0000	124.9200

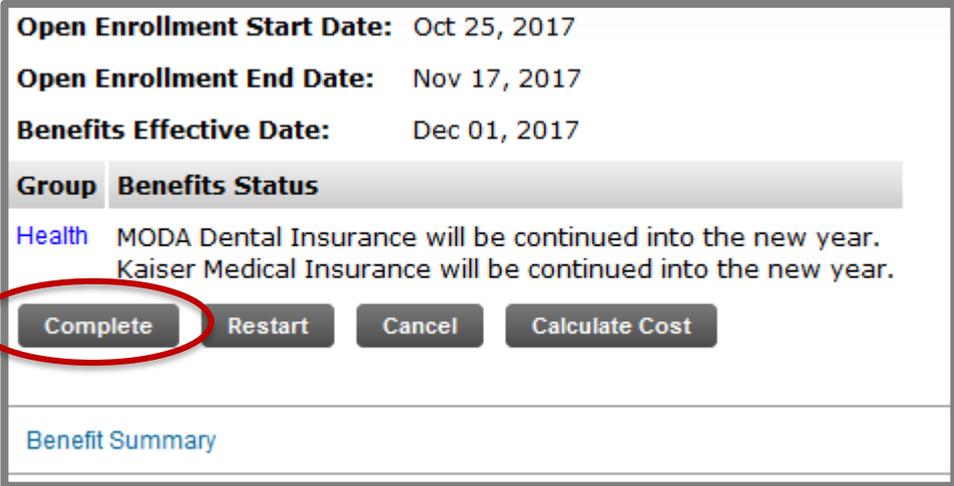
Plan	Employee Amount	Employer Amount
Basic	272.0000	1,326.6000
Family		

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

Open Enrollment Help Sheets

Step 6: You are now back to the main page of Open Enrollment.

- Click “Complete” if all changes have been made and you are done.
- Click “Restart” to reset Open Enrollment back to your current 2017 coverage.
- Click “Cancel” to start over and return to Step 1.
- Click “Calculate Cost” to determine monthly cost for all benefits elected. After reviewing, you will need to click on the Open Enrollment link and return to main page below and click “Complete” to submit.



Open Enrollment Start Date: Oct 25, 2017
Open Enrollment End Date: Nov 17, 2017
Benefits Effective Date: Dec 01, 2017

Group	Benefits Status
Health	MODA Dental Insurance will be continued into the new year. Kaiser Medical Insurance will be continued into the new year.

[Complete](#) [Restart](#) [Cancel](#) [Calculate Cost](#)

[Benefit Summary](#)

Open Enrollment Help Sheets

Once you have clicked “Complete”, your changes will be made and a confirmation email will be sent within *24 hours* from benefits@up.edu.

PLEASE REMEMBER:

- To continue coverage in Share the Savings, you are required to submit a form for [2018 Share the Savings](#) and show proof of coverage for 2018. If a new application and proof of coverage are not received, the benefit payments will end in 2017.
- To enroll in a Flexible Spending account for 2018, you will need to submit a new [FSA Enrollment Form](#) for your 2018 election.
- Changes to dependents need to be made directly with HR by emailing benefits@up.edu.
- You can go back and make changes at anytime during the Open Enrollment Period.
- **Open Enrollment ends at 4:30pm on Friday, November 17, 2017.**

Questions?

Contact Human Resources

503 943-8484 | benefits@up.edu