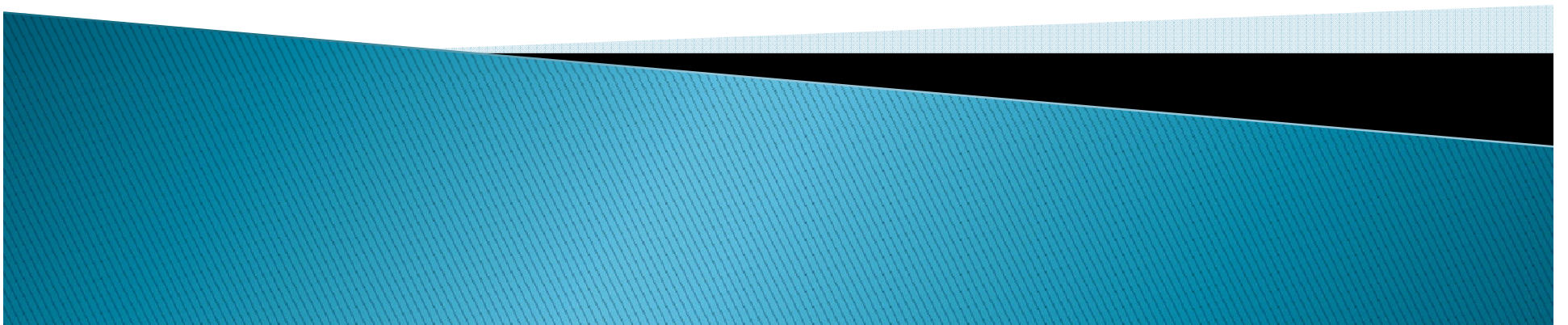


# Carleton Benefits Enrollment

Carleton benefit enrollment is online at:  
[www.benefitsconnect.net/carleton](http://www.benefitsconnect.net/carleton)

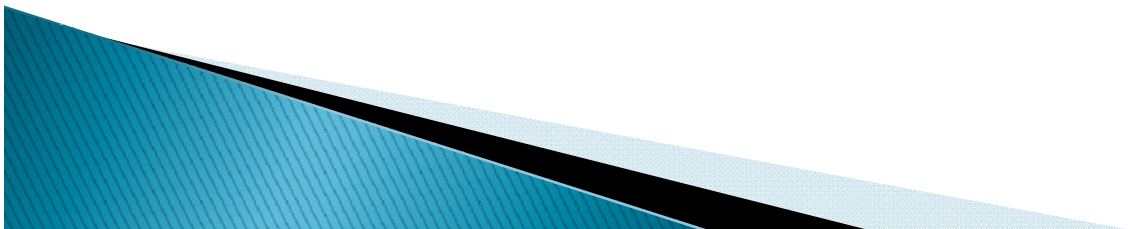


# Getting started:

Make sure you have the following items ready:

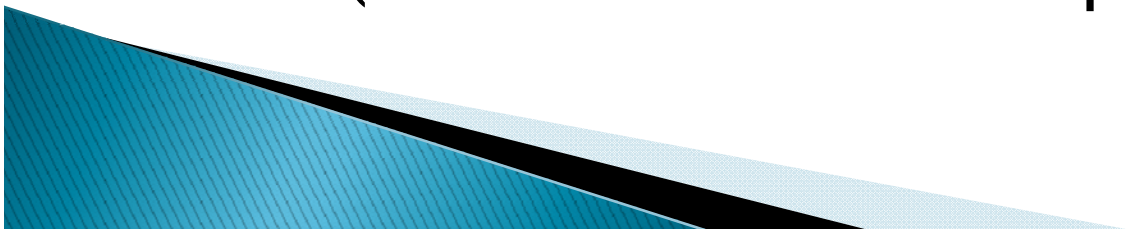
- ▶ Your social security number
- ▶ Your dependent's names, social security numbers and birth dates

Use Internet Explorer to open the site– this will allow you to print a copy for your records.



# User Name and Password:

- ▶ Everyone's password has been reset. Once you log in to the system you can choose to reset your password.
- ▶ Your user name is made up of the first six letters of your last name, followed by your first initial and the last four numbers of your social security number. The initial password for the system is the 8 digits of your birth date and the last 4 digits of your ss# (without dashes or spaces).



## Example:

**Employee Name:** Matt Sample

**Birth date:** January 5, 1965

**Last 4 of SSN:** 1234

**User Name:** samplem1234

**Password:** 010519651234

### Apprize Enrollment Demo login

Please login below to enter the *benefitsCONNECT*® system.

Username

Password

**enter**

**cancel**

First six of last name, first initial, last four of social security number

Social Security Number (no dashes)

# Updating Personal Profiles

After your initial login, the system will take you to the Personal Information section. Fields will be pre-populated with the information you entered last year. Bolded fields are required, and must be completed.

When you have reviewed/completed all of the fields, click *save & continue* to proceed to the next screen.

## personal information

Please complete the 5-section enrollment process.

Click the "save" button at the bottom of the page after you've entered the profile information.

Fields in bold are required.

### General Information

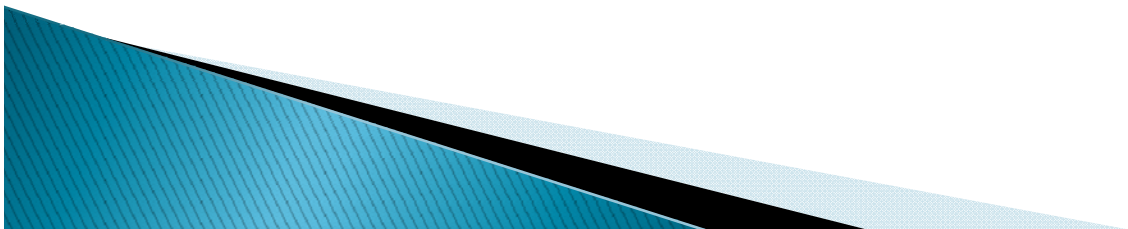
<b>First Name</b>	<input type="text" value="Jane"/>
Middle Initial	<input type="text" value=""/> .
<b>Last Name</b>	<input type="text" value="Sample"/>
Title	<input type="text" value="No Title"/> ▼
<b>Social Security No.</b>	<input type="text" value="123456789"/>
<b>Government Visa No.</b>	<input type="text" value="Not specified"/>
EEO Ethnic Code	<input type="text" value="Select EEO Code"/> ▼
EEO Job Category	<input type="text" value="Select EEO Job Category"/> ▼
<b>Gender</b>	<input type="text" value="Female"/> ▼
<b>Date of Birth</b>	<input type="text" value="10/25/1983"/> <small>date in format, mm/dd/yyyy</small>

### Contact Information

<b>Street Address</b>	<input type="text"/>
Street Address 2	<input type="text"/>

# Entering Dependent Information

- ▶ The dependent fields will pre-populate with the information you entered last year.
- ▶ To enter a spouse or partner, click the icon under spouse or partner, enter information, and click *Save*.
- ▶ To enter a child, click the icon under Children, enter information, and click *Save*.
- ▶ ***Our plan allows for dependents under the age of 25 to be enrolled in the health and dental plans. If your dependent does not meet the IRS definition of eligible dependent you will be taxed on their premium and the college's share of the premium. This taxation also applies to domestic partners covered under our plans.***



To edit a dependent, click the pencil icon next to the dependent you want to edit, make changes, and click *Save*.

Please enter all dependents, even if you will not be enrolling them in health care coverage.

When you are finished entering dependents, click *Save & Continue*.

[please complete the 4-section enrollment process](#)

## **dependent information**

**Please enter your dependent information.**

### **Spouse or Domestic Partner**

**To add spouse or domestic partner information, [click here](#).**

### **Children**

**To add a child dependent, [click here](#).**

### **Ex-spouse**

**To add ex-spouse information, [click here](#).**

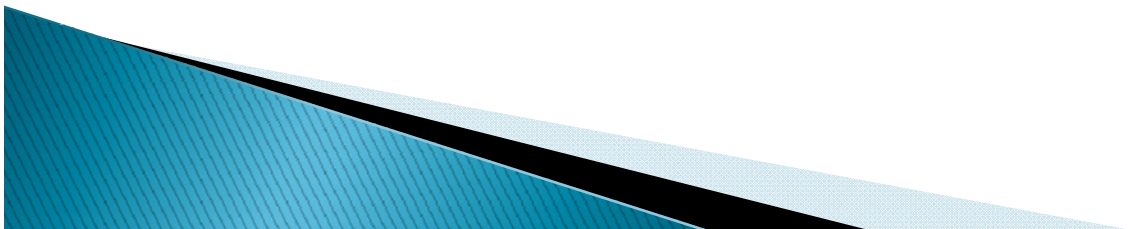
**back**

**save & continue**


**[ Section 2 of 4 ]**

# Making Benefit Plan Elections

- ▶ You must make an election for Health Insurance. Your other benefits have been pre-populated with your current election and will remain in place unless you make a change.
- ▶ To enroll in a plan, check the circle next to the plan, and check all dependents you want that plan to cover. If applicable, indicate the amount for which you would like to enroll.



# Completing Your Enrollment

- ▶ Once you have gone through enrollment for each plan available, the system will take you to the consolidated enrollment form page. This screen will show you a summary of the information you entered and the benefit elections you made.
  - ▶ To complete the enrollment process, click *Finished*. You will then see a “System Feedback” screen.
  - ▶ If you need to log off before completing enrollment, any data you entered will be saved. The next time you log on, you will be taken directly to the last saved screen.
  - ▶ Always make sure to *log out* upon completing any action on the system.
- 

## *Accessing the Online Site After Open Enrollment Allows you to:*

- ▶ View your current benefit information, including costs.
- ▶ Print copies of benefit summaries and certificates of coverage at any time.
- ▶ Update your phone number, address, family status, or other profile changes
- ▶ Make benefit election changes throughout the year with a qualifying family status change.

