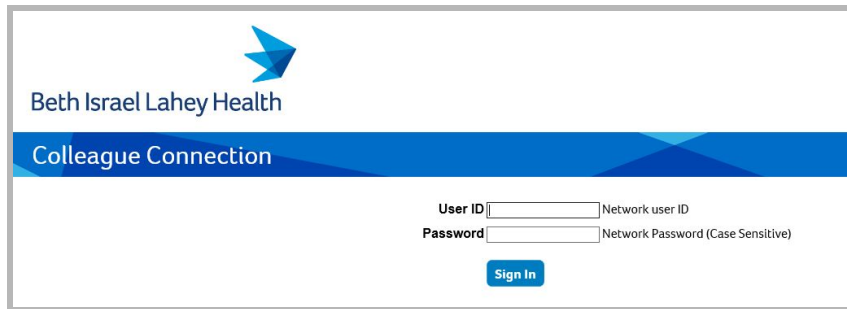


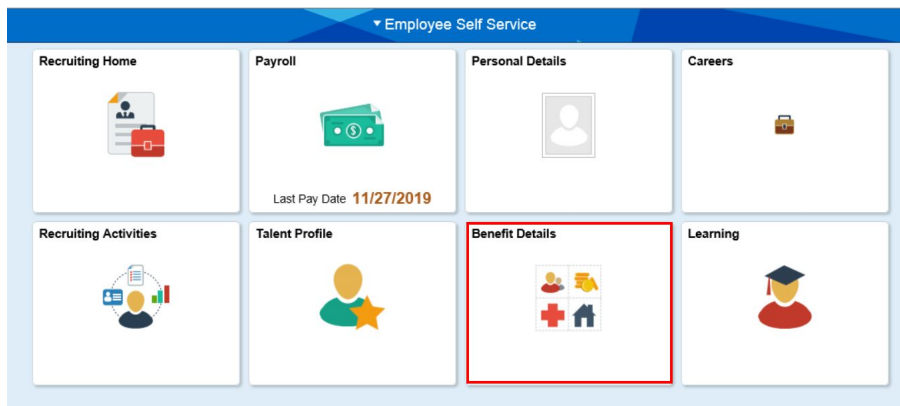
ESS New Hire/Newly Eligible Benefits

This topic will cover the following: Benefits Enrollment for the new hire or the newly eligible colleague.

1. Log in to **Colleague Connection**.
 - a. **Note:** After you log in, your page will default based on your access (security settings). The image below shows **Employee Self Service**. Tiles shown are based on this setting and your access. Based on your position, your default settings may take you to **Manager Self Service**. You can click on the drop-down arrow and change the view to Employee Self-Service to access your benefits enrollment.



2. Click **Benefit Details** tile.



3. Click on **Benefits Enrollment**.
 - a. **Note:** Since this is a new hire/newly eligible benefit enrollment, "**Coverage or Participation**" for all benefits, except for the company-paid benefits, are listed as waived.

Employee Self Service Benefit Details

Benefits Summary VP IT Governance & Security

Life Events

Dependent/Beneficiary Info

Benefits Enrollment

As Of: 06/19/2018 Refresh

Type of Benefit	Plan Description	Coverage or Participation
Sick	Extended Sick Leave	
Personal	Personal Days	
Earned Time Sell - April		Waived
Earned Time Sell - October		Waived
Legal Plan	MetLaw Legal Plan	Participating
Employee Assistance Program	Employee Assistance Plan	Participating

4. Click **Enroll**.

- a. **Note:** When you click on Enroll, the “Enrollment Elections Summary” form will open up. This form will list your available benefits. You will see an Edit button next to each available benefit; clicking on the **Edit** button will expand that benefit and provide you with the cost and other selection options. As you select each benefit, you can scroll down to the bottom of the form to see the cost impact. This Tip Sheet will show you how to select the Medical benefit, then just follow the same steps to select other benefits.

Employee Self Service Benefit Details

Benefits Summary

Life Events

Dependent/Beneficiary Info

Benefits Enrollment

Benefits Enrollment
George Wills-Jefferson

After your initial enrollment (30 days from your benefit eligibility date), the only time you may change your benefit choices is during **Open Enrollment** or a **Qualifying Event** as defined by the IRS.

Open Benefit Events					
Event Description		Event Date	Event Status	Job Title	
New Hire	i	03/18/2018	Open	VP IT Governance & Security	Enroll

Once you click Enroll, it will take a few seconds for your benefits enrollment information to load.

5. Click the **Edit** button next to **Medical**.

Medical

There are several choices of medical plans. Below are the options and costs for your medical coverage. Cost is based on your regularly scheduled work hours. Your 2020 Wellness Incentive, if applicable, will be added to your paycheck each pay period in 2020.

[Click here for more information on the medical plan options](#)

i Important! Your current coverage is: Waive. You will continue with this coverage if you do not make a choice.

Select an Option

(Your Deduction = Full Cost - Lahey Paid)

[Overview of the Plan Costs](#)

Select one of the following plans:

Domestic & Community HMO

Important Note: Selection of a PCP is required.

Coverage Level	Full Cost	Lahey Paid	Your Deduction
Individual	\$354.53	\$308.83	\$45.70
Individual plus Spouse	\$904.05	\$806.13	\$97.92
Individual plus Child(ren)	\$709.07	\$629.26	\$79.81
Individual plus Family	\$1,063.60	\$916.72	\$146.88

6. This will open your Medical options. **After reviewing, click the radio button to select the medical plan option that best fits your needs.**
 - a. **Note:** When you select a plan, **Enroll your Dependents** form will open up. If the plan you selected requires a PCP, you would also see the **Choose a Primary Care Provider ID** form.

HMO Plus

Important Note: Selection of a PCP is required.

Coverage Level	Full Cost	Lahey Paid	Your Deduction
Individual	\$400.42	\$314.52	\$85.90
Individual plus Spouse	\$1,021.08	\$801.07	\$220.01
Individual plus Child(ren)	\$800.85	\$617.03	\$183.82
Individual plus Family	\$1,201.27	\$920.64	\$280.63

Tiered Point of Service (POS)

Important Note: Selection of a PCP is required.

Coverage Level	Full Cost	Lahey Paid	Your Deduction
Individual	\$416.36	\$309.38	\$106.98
Individual plus Spouse	\$1,061.72	\$807.79	\$253.93
Individual plus Child(ren)	\$832.74	\$616.62	\$216.12
Individual plus Family	\$1,249.10	\$927.96	\$321.14

Waive

Enroll Your Dependents

The definition of an eligible dependent includes:

- Legal spouse
- Children and stepchildren to age 26 and disabled dependents to any age; and
- Children of your eligible covered children and stepchildren

If an individual is missing from the list, s/he does not meet the eligibility criteria. You may use the Add/Review Dependents button below to add or change dependent information.

You may enroll any of the following individuals for coverage under this plan by checking the Enroll box next to the dependent's name.

Dependent Beneficiary		
Enroll	Name	Relationship
<input checked="" type="checkbox"/>	Mary	Spouse

Add/Review Dependents

7. Enter **Primary Care Provider ID #** and if applicable place **checkmarks** in the boxes below.

- Note:** You can also click on the **Select a Provider** link for this plan. It will take you to the Harvard Pilgrim Health Care/Lahey portal from which you can get the provider ID number to enter here. If you are enrolling in an HMO plan, each enrolled member must have a PCP ID number listed.

8. Click on **Update** and Continue.

Choose a Primary Care Provider ID

Enrollment in this plan requires that you select a primary care provider. You must indicate whether or not you have already established a relationship with this provider, since some providers are not accepting new patients. To find your Primary Care Physicians PCP ID#, click on [Select a Provider link below](#).

Specify a Primary Care Provider ID #: [Select a Provider](#)

Check here if you are an existing patient of this provider.

Check here to use the same provider for all your dependents

[Click here to Select a Provider for your Dependent\(s\).](#)

[Update and Continue](#) [Discard Changes](#)

Select the **Update and Continue** button to store your choice until you are ready to submit your final enrollment on the Enrollment Summary.

Select the **Discard Changes** button to ignore all entries made on this page and return to the Enrollment Summary.

[Update and Continue](#) [Discard Changes](#)

Select the **Update and Continue** button to store your choice until you are ready to submit your final enrollment on the Enrollment Summary.

Select the **Discard Changes** button to ignore all entries made on this page and return to the Enrollment Summary.

This generates if you select a medical plan that requires a PCP.

9. Review the Summary screen and click on **Update Elections**.

Benefits Enrollment

Medical
George Wills-Jefferson

Important: Your enrollment will not be complete until you submit your choices online through Colleague Connection.

Your Choice
You have chosen HP- Lahey Health Preferred HMO with Individual plus Spouse coverage.

Your Estimated per-pay-period Deduction

Full Cost	\$949.74
Lahey Paid	\$757.43
Your Deduction	\$92.31

The Primary Care Provider ID is AA2312422. You have seen this provider before.

Your Covered Dependents

Dependent Information			
Name	Relationship	Select a Provider	Existing Patient
Martha Jefferson	Spouse	AA2312422	<input checked="" type="checkbox"/>

Notes

Once submitted, this choice will take effect on 03/18/2018. Deductions for this choice will start with the pay period containing 04/01/2018.

[Update Elections](#) [Discard Changes](#)

Select the **Update Elections** button to store your choices.
Select the **Discard Changes** button to go back and change your choices.

10. Follow this same process for the other Benefit elections.
11. Once completed, click **Submit**.
12. After reading Authorize Elections, **Click Submit** again.

George [REDACTED]

You have almost completed your enrollment. If you have no further changes, click **Submit** at the bottom of this page to finalize your benefit choices.

Click **Cancel** if you are **NOT** ready to submit your choices and wish to return to the Enrollment Summary.

Once your enrollment period is closed, you may not be able to make any further benefit changes until the next Open Enrollment period or if you have a qualifying event as defined by the IRS.

Authorize Elections

I acknowledge that the dependents I have listed qualify as eligible dependents under Lahey Health's health and welfare plans. I hereby authorize Lahey Health to deduct periodically from my wages or salary the amount required, if any, for my benefits coverage. If the benefits effective date is retroactive, I understand and agree that deductions may be doubled temporarily, to account for the retroactive effect of the election. I am also authorizing Lahey Health to send necessary personal information to my selected health and welfare plans in addition to other third party vendors that may be contracted by Lahey Health to initiate and support my coverage. I understand that Protected Health Information is only used for the purpose of supporting and managing my health care under Lahey Health benefits and that any data that is shared is electronically transmitted in a safe and secure manner. I authorize any health professional, insurance or re-insurance company, or other health plan to provide medical information to the plan and to permit the plan to examine, copy, or receive copies of any portion of my or my dependents medical records for the duration of the membership for the purposes of determining eligibility and entitlement to benefits. I also understand that I may be contacted by either my selected health plan or other third party administrators chosen by Lahey Health as to my health status and assistance available to me or my dependents.

Click **Submit** to send your final choices through Colleague Connection.

Click **Cancel** if you are **NOT** ready to submit your choices and wish to return to the Enrollment Summary.

13. At the Confirmation screen, you can **print out your benefit selections**, and then click **Done**.
14. Click **OK**.

You have completed New Hire Benefits Enrollment.