

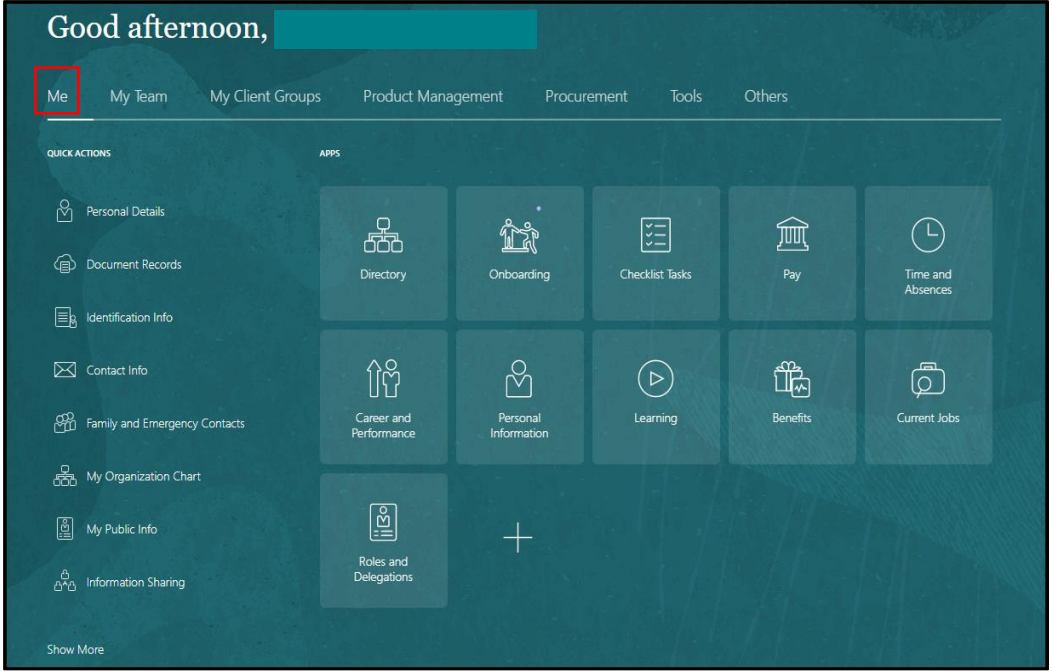
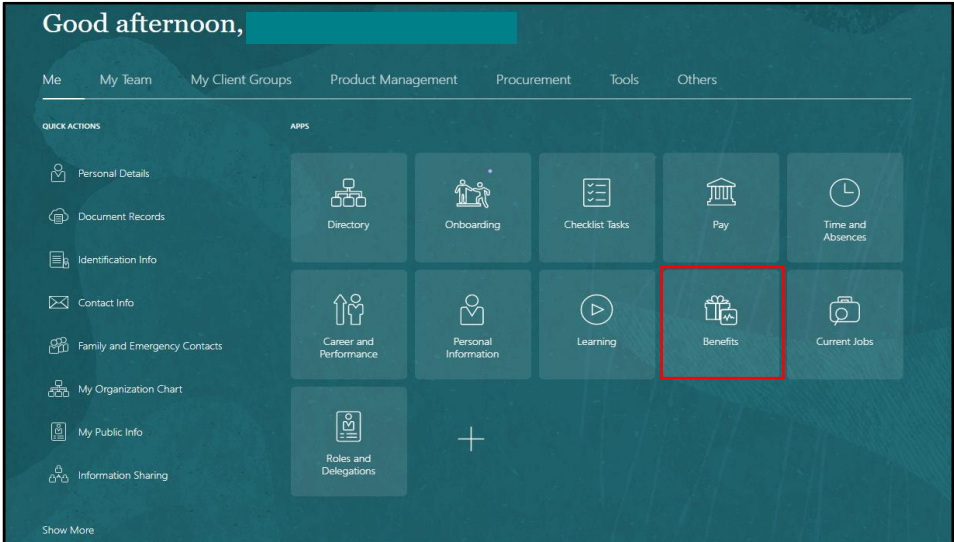
Purpose: Enroll in My Benefits

Audience: All Teammates



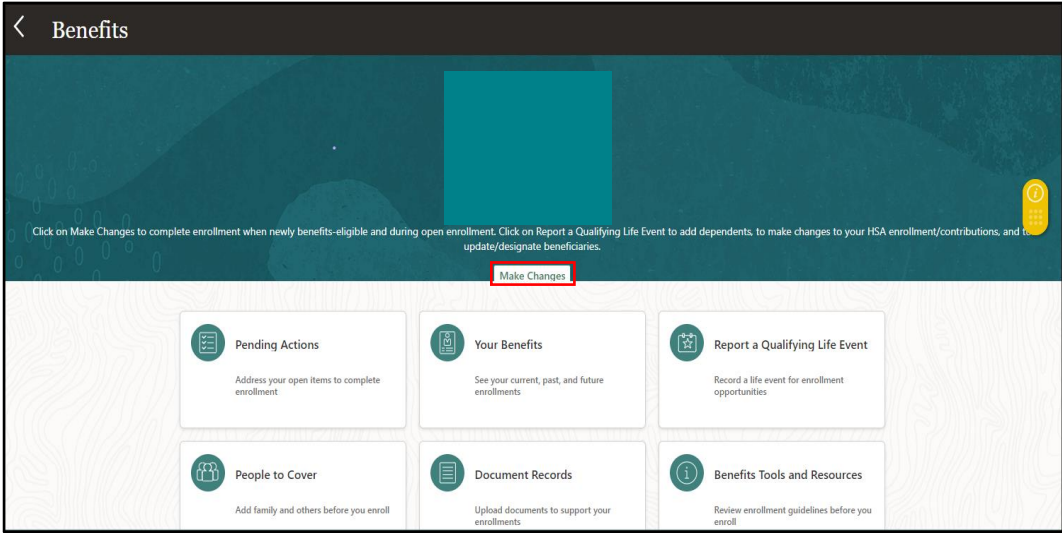
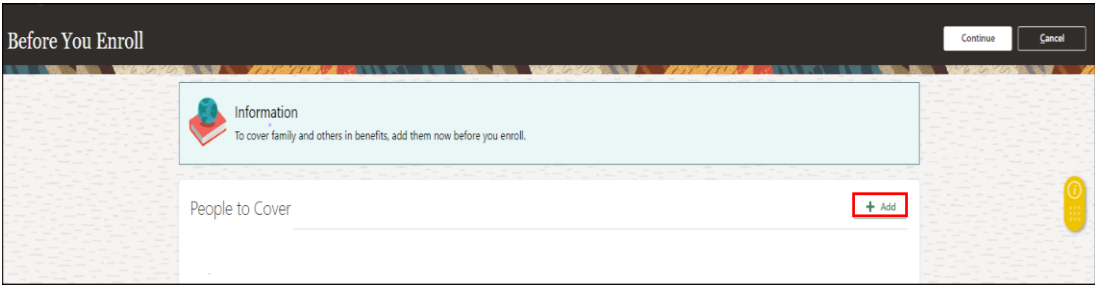
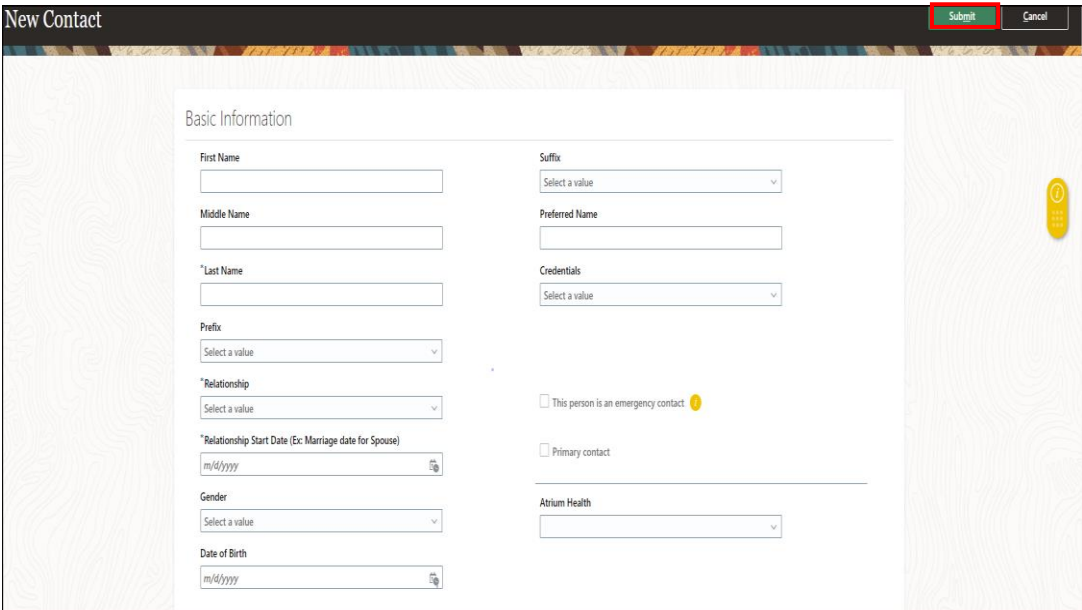
Use this job aid for newly hired teammates, newly eligible teammates due to a status change, and for benefit-eligible teammates during open enrollment.

Do not use this job aid when you experience an external life event such as marriage, adoption, or birth.

NAVIGATION	ME → BENEFITS → MAKE CHANGES
<p>Step 1: Click on the Me tab.</p>	 <p>The screenshot shows a user interface with a teal header. Below the header, there are navigation tabs: 'Me', 'My Team', 'My Client Groups', 'Product Management', 'Procurement', 'Tools', and 'Others'. The 'Me' tab is highlighted with a red box. Below the tabs, there are two columns of options: 'QUICK ACTIONS' on the left and 'APPS' on the right. The 'QUICK ACTIONS' list includes: Personal Details, Document Records, Identification Info, Contact Info, Family and Emergency Contacts, My Organization Chart, My Public Info, and Information Sharing. The 'APPS' grid includes: Directory, Onboarding, Checklist Tasks, Pay, Time and Absences, Career and Performance, Personal Information, Learning, Benefits, Current Jobs, and Roles and Delegations. A 'Show More' link is at the bottom left.</p>
<p>Step 2: Click on Benefits tile.</p>	 <p>This screenshot is identical to the one above, but the 'Benefits' tile in the 'APPS' grid is highlighted with a red box. The 'Me' tab is no longer highlighted.</p>

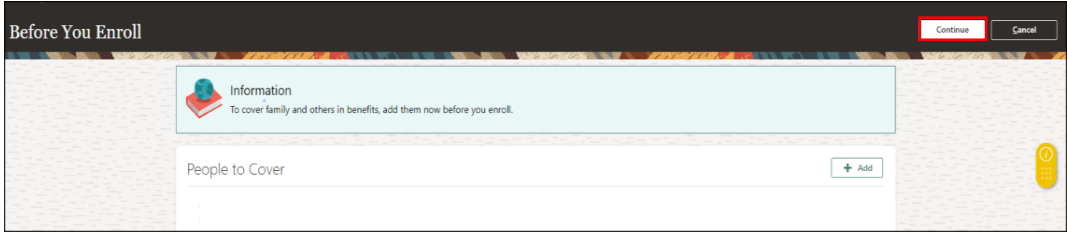
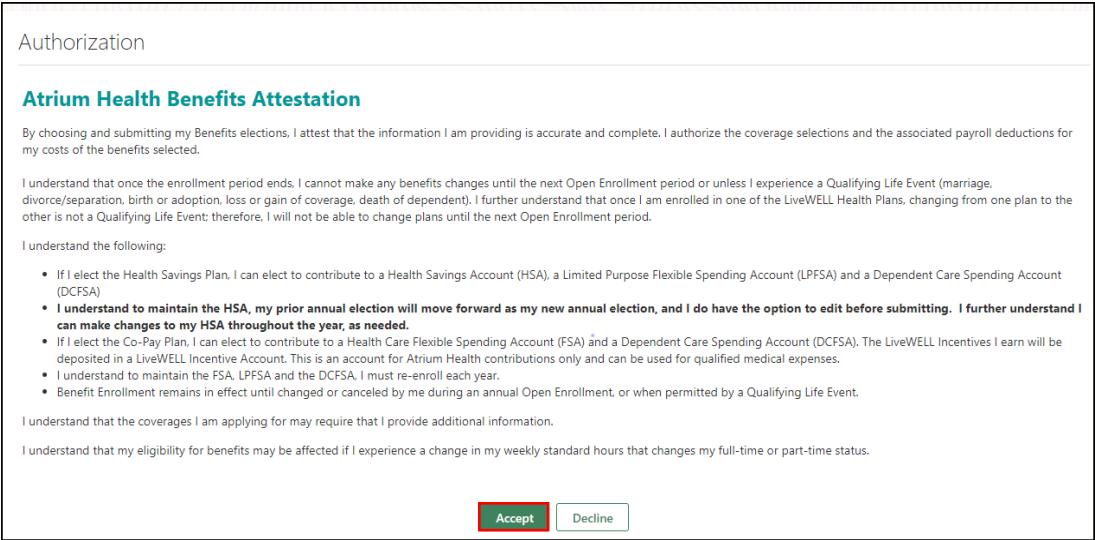
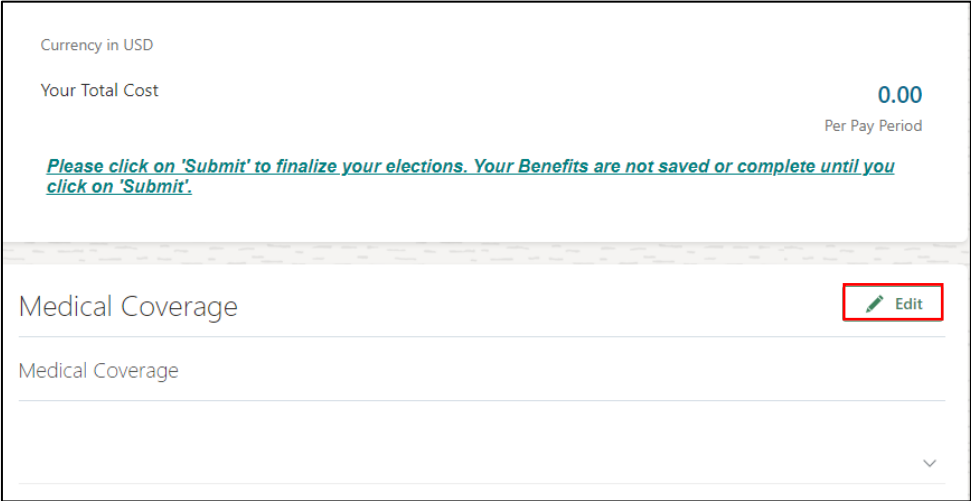
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<p>Step 3: Click on Make Changes below your profile picture.</p>	
<p>Step 4: Click the + Add button.</p> <p>Note: Click Continue if not adding a dependent. This takes you to Step 7.</p>	
<p>Step 5: Enter contact/ dependent information if applicable, then click Submit.</p> <p>Note: Repeat this process for each new contact/ dependent.</p>	

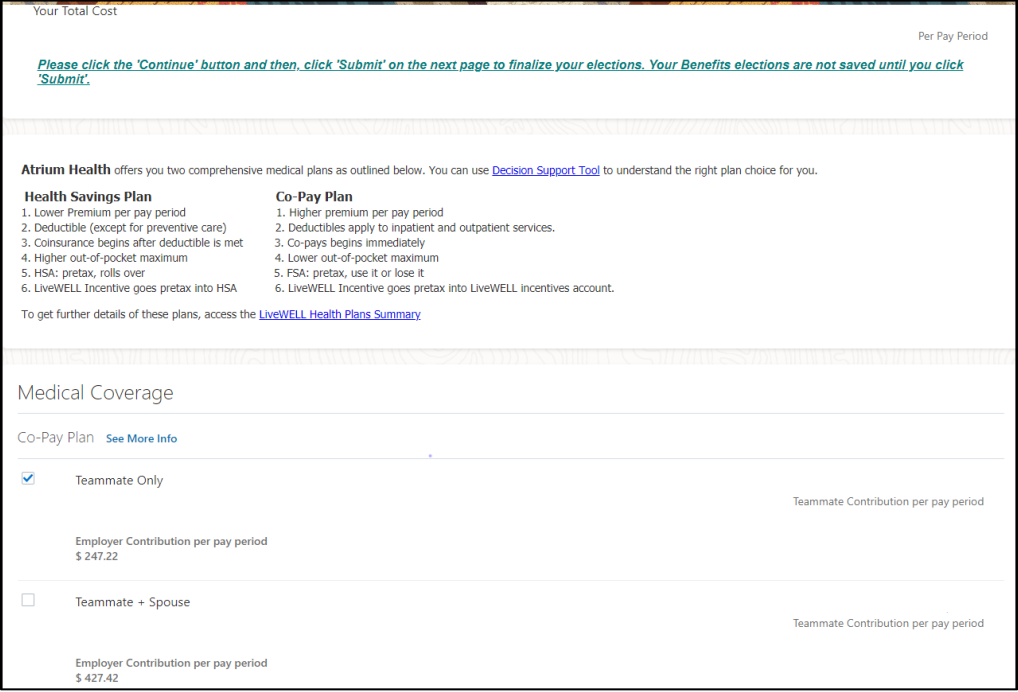


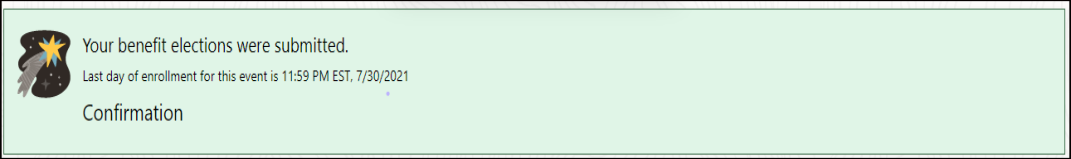
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<p>Step 6: This takes you back to the Before You Enroll page. Click Continue.</p>	
<p>Step 7: Read Attestation and click Accept.</p>	
<p>Step 8: Click pencil edit icon to make your coverage elections.</p>	

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<p>Step 9: Enter elections by clicking box of your choice. Scroll down page to view all election categories.</p>	
<p>Step 10: Click Continue to review your elections. Edit as necessary.</p>	
<p>Step 11: Click Submit to complete your benefits.</p>	
<p>Step 12: Review the Confirmation page to identify any Pending Actions.</p>	
<p style="text-align: center;">Tips</p> <ul style="list-style-type: none">• Pending actions are found in the Pending Actions tile on the main Benefits screen. Check this after benefits enrollment to complete any noted action steps.	

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Notes

If you need assistance in adding or updating beneficiaries, please call 704-631-1500, Option 1.

For Atrium Health Navicent teammates, please call the Benefits Service Center 1-800-964-4780, select the option for Macon.

Policies

[Atrium Health Human Resources Health, Dental, and Vision Benefits 3.02](#)

[Atrium Health Human Resources Short Term Disability \(STD\) Benefit 3.08](#)

[Atrium Health Human Resources Life Insurance Benefit 3.10](#)

For Atrium Health Navicent, policies are located in Policy Tech at <https://navicenthealth.policytech.com>.