Audience: All Teammates

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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.



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	< Benefits	
Step 3:		0
Click on Make	Click on Make Changes to complete enrollment when newly benefits-eligible and during open enrollment. Click on Report a Qualifying Life Event to add dependents, to make changes to your HSA enrollment/contribution undate/designable beneficiance	ons, and to
Changes	Make Changes	
below your		
profile picture.	E Danding Actions	
	Address your open items to complete See your current, past, and future Record a file event for enrollment enrollment enrollment opportunities	(()) In?
	People to Cover	11119
	Add family and others before you enroll Upload documents to support your enrollment guidelines before you enroll enrollments	S(1) (1)
Step 4:		
Click the +	Patava Van Envall	Cancel
Add button.		
Note: Click	Information Information	문문문
	to cover fairing and others in benefits, add ment now before you emon.	22-1-2.2
Continue if		
Continue if		
Continue if not adding a	People to Cover	0
Continue if not adding a dependent.	People to Cover + Add	0
Continue if not adding a dependent. This takes you	People to Cover	0
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Continue if not adding a dependent. This takes you to Step 7.	People to Cover + Add	Gancel
Continue if not adding a dependent. This takes you to Step 7.	People to Cover + Add	(incol
Continue if not adding a dependent. This takes you to Step 7.	People to Cover + Add	Cancel
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Continue if not adding a dependent. This takes you to Step 7. Step 5: Enter contact/ dependent information if applicable, then click Submit. Note: Repeat this process for each new contact/ dependent.	People to Cover	

Atrium Health

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Step 6: This takes you back to the Before You Enroll page. Click Continue.	Before You Enroll Information To cover family and others in benefits, add them now before you erroll. People to Cover + Add O
Step 7: Read Attestation and click Accept.	Authorization Approximation of the benefits Attestation By choosing and submitting my Benefits elections. I attest that the information I am providing is accurate and complete. I authorize the coverage selections and the associated payroll deductions for my costs of the benefits selected. Inudestand that once the enrollment period ends I cannot make any benefits changes until the next Open Enrollment period or unless I experience a Qualifying Life Event (marriage, diverse) addition of addition (as or gain of coverage, death of dependent). (further understand that once I am enrolled in one of the LiveWELL Health Plans, changing from one plan to the other is not a Qualifying Life Event therefore. I will not be able to change plans until the next Open Enrollment period. Undestand the following: I elect the health Savings Plan. I can elect to contribute to a Health Savings Account (HSA), a Limited Purpose Flexible Spending Account (LPFSA) and a Dependent Care Spending Account (Core SA). I electene the Co-Pay Plan. I can elect to contribute to a Health Savings Account (FSA) and a Dependent Care Spending Account (DFSA). The LiveWELL Incentives I earn will be depoted to a LiveWELL Incentive Plans. I electene Co-Pay Plan. I can elect to contribute to a Health Care Flexible Spending Account (CFSA). The LiveWELL Incentives I earn will be depoted to a LiveWELL Incentive Account This is an account for Xim the Halth contributions only and can be used for qualified medical expenses. I ouderstand that the coverage I am applying for may require that I provide additional information. I understand that the veoreage I am applying for may require that I provide additional informatio. Meter S
Step 8: Click pencil edit icon to make your coverage elections.	Currency in USD Your Total Cost 0,00 Per Pay Period Please click on 'Submit' to finalize your elections. Your Benefits are not saved or complete until you click on 'Submit'. Medical Coverage Medical Coverage



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Step 9: Enter elections by clicking box of your choice. Scroll down page to view all election categories.	Your Total Cost Per Pay Period Please click the 'Continue' button and then, click 'Submit' on the next page to finalize your elections. Your Benefits elections are not saved until you click 'Submit'.	
	Atrium Health offers you two comprehensive medical plans as outlined below. You can use <u>Decision Support Tool</u> to understand the right plan choice for you. Health Savings Plan Co-Pay Plan 1. Lower Formium per pay period 1. Higher pernium per pay period 2. Deductible (except for preventive care) 2. Deductible (except for preventive care) 3. Consumance begins after deductible is end 4. Higher out-of-poolet maximum 5. Higher Dut-of-poolet maximum 5. FSA: pretax, rolls over 6. LiveWell L Incentive goes pretax into HSA 6. LiveWell L Incentive goes pretax into HSA To get further details of these plans, access the LiveWELL Health Plans Summary	
	Medical Coverage Co-Pay Plan See More Info	
	Teammate Only Teammate Contribution per pay period Employer Contribution per pay period	
	\$ 247.22 Teammate + Spouse Teammate Contribution per pay period Employer Contribution per pay period \$ 427.42	
Step 10: Click Continue to review your elections. Edit as necessary.	Continue • Cancel	
Step 11: Click Submit to complete your benefits.	Sub <u>m</u> it <u>C</u> ancel	
Step 12: Review the		
Confirmation page to identify any Pending Actions.	Your benefit elections were submitted. Last day of enrollment for this event is 11:59 PM EST, 7/30/2021 Confirmation	
	Tips	
Pending benefits	g actions are found in the Pending Actions tile on the main Benefits screen. Check this af sereen is a serial series and the series and the series of the series of the series of the series and the series of the s	fter



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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.

