State of Indiana eBenefits Enrollment Election Quick Step Guide

**Employee Name:** ____________________________  **Payroll:** ____________  **ID No:** ________________

**User ID:** ____________________________  **Password:** ____________________________

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**YOU MUST ENTER YOUR BENEFITS ELECTIONS BY:**  
**YOUR BENEFITS BECOME EFFECTIVE ON:**  
**YOUR HSA CONTRIBUTIONS, IF APPLICABLE, BEGIN ON:**

Below are the steps to follow to enter benefits enrollment selections for State of Indiana full-time new hires, rehires, or part-time/intermittent employees who are becoming full-time employees. It is important to read and follow all benefits enrollment instructions carefully.

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<th>Step</th>
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| 1.   | Log onto your **PeopleSoft HR through Myshare.in.gov.** If you do not have your PeopleSoft Password, contact the IOT Helpdesk: (317) 234-HELP (4357) OR (800) 382-1095.  
| 2.   | Click the Human Resources link on the right side of the screen. A new window/tab will open.  
| 3.   | In the middle of the new page, locate the **Enrollment Elections** section, and click the **Enter Elections** button.  
| 4.   | Review personal information. If you need to add or update:  
|      | • your home or mailing address, click the yellow **Change home/mailing addresses** button;  
|      | • your phone numbers, click the yellow **Change phone numbers** button;  
|      | • your emergency contacts, click the yellow **Change emergency contacts** button;  
|      | • your email addresses, click the yellow **Change email addresses** button;  
|      | Click the **Save** button and the **OK** button after each change.  
|      | After all information has been updated, click the **Return to Personal Information** link to return to the Personal Information page.  
|      | **NOTE:** If any changes to marital status, employee information, or ethnic groups are required, contact your agency human resources department, so they may update their records.  
| 5.   | Click the **Proceed to Benefits Enrollment** button.  
| 6.   | Click the **Select** button to make your benefits elections.  
| 7.   | Click the **Edit** button next to medical.  
| 8.   | Click the **Option** button next to the plan name in which you wish to enroll. If you do not wish to enroll in a plan select the **Waive** option.  
| 9.   | Review the dependents listed toward the bottom of the page. Previously enrolled dependents will appear in the list. **You know your dependent is enrolled in the plan when the Enroll check box is marked.**  
|      | To add or make changes to dependents, click the **Add/Review Dependents** button.  
|      | To add a dependent, click the **Add a dependent or beneficiary** link.  
|      | To make changes to a dependent, click on their name and then the **Edit** button and make changes.  
|      | After all changes are completed, click the **Save** button, click the **Return to Dependent/Beneficiary Summary** link, and click the **Return to Event Selection** link.  
|      | Not entering a Date of Birth for any dependent may make them ineligible for coverage. If a dependent relationship has changed, contact the Benefits Hotline to make the change; **DO NOT** add duplicate information to correct/change relationship or status.  
| 10.  | When finished, click the **Update Elections** button to review your election information. Click the **Update Elections** button to return to the Election summary page. (Employees selecting a CDHP will have to verify eligibility by reviewing the requirements and selecting **Yes** or **No** button).
11. If you selected a Consumer Driven Health Plan (CDHP), click the www.theHSAauthority.com link to complete the application. The employer code is 100366. You will need the social security numbers and birthdates of all beneficiaries and authorized signers. **Select which HSA plan you wish to enroll and enter your annual contribution amount, if any.** When finished, click the **Update Elections** button to review your election information. Click the **Update Elections** button to return to the Enrollment summary page.

12. Repeat steps 6 - 9 to select Dental and Vision plans.

13. Click the **Edit** button next to Medical Spending Account. Click the **Option** button next to the type of account you wish to enroll.

14. Enter the amount you wish to contribute into the **Annual Pledge** field. If you need help figuring out how much to contribute, PeopleSoft can help by clicking the **Worksheet** link.

15. When finished, click the **Update Elections** button to review your election information. If correct, click the **Update Elections** button to return to the Enrollment Summary page.

16. Repeat steps 12 - 14 to enroll in the Dependent Spending Account.

17. Click the **Edit** button next to Basic Life. Select the **Option** button to enroll.

18. Scroll to the bottom of the page to review your beneficiary information. Click the **Add/Review Beneficiaries** button to make any changes.

19. Review the Primary and Secondary beneficiary allocations. Edit the allocation as desired.

20. When finished, click the **Update Elections** button to review your election information. If correct, click the **Update Elections** button to return to the Enrollment Summary page.

21. Repeat steps 16 - 19 to enroll in Supplemental Life.

22. Click the **Edit** button next to Dependent Life. Select your desired coverage level and click the checkboxes next to each dependent's name to enroll them in the plan.

23. When finished, click the **Update Elections** button to review your election information. If correct, click the **Update Elections** button to return to the Enrollment Summary page.

24. To submit your elections, click the **Submit** button.

25. Click the **I Agree** option to accept or **I Disagree** option to decline for the **Non-Tobacco Use Agreement**.

26. Click the Payroll Deduction Authorization checkbox to authorize your deductions.

27. Click the **Submit** button.

28. Click the **OK** button.

29. A new page will populate with a Benefit Statement hyperlink. Click the refresh button until the **Status** column for the **Self-Service Benefit Statement for Self-Service reports show Posted**.

30. Click the **Self-Service Benefit Statement** link to open the statement, review your elections, and print it for your files.

31. Click the **Continue** button to return to the main Benefits Enrollment page.

32. Click the **Sign out** link in the upper-right-hand corner to close your PeopleSoft session.

33. **End of Procedure.**

Please contact the Benefits Hotline with any additional questions or concerns. Employees outside of the Indianapolis area can call toll free 1-877-248-0007. Employees within the Indianapolis area can call 317-232-1167.