

Online Enrollment: Step by Step

Follow the step-by-step instructions below to enroll in your 2010 benefits during Open Enrollment (November 1-30, 2009).

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- Step 1:** Access the secure online enrollment website. Using a Loyola computer, go to www.LUC.edu. You *must* use **Internet Explorer**; other browsers will not allow you to access Employee Self Service. [To log in from off campus, you'll need a Virtual Private Network (VPN) account; contact the Technology Support Center at **(773) 508-7190** to establish one.]
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- Step 2:** Click "Human Resources" under "Resources." Next, Click on "Employee Self Service" under "Tools."
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- Step 3:** Enter your Loyola username and password and click "Login."
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- Step 4:** Click "Employee Self Service," "Benefits," then "Current Benefits" in the left pane to review your 2009 benefit elections. Note: If you are currently covered under Option 1 PPO, your 2009 medical plan coverage will appear as "Loyola Advantage PPO." Provisions of the new PPO option take effect January 1, 2010.
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- Step 5:** Click the "Home" tab, then "Personal Information."
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- Step 6:** Click "Dependents" to review dependent information. You must review your dependent information for accuracy and make any necessary changes before you start the enrollment process.
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- Step 7:** Click the "Home" tab, then "Benefits" and "Beneficiary" to review your life insurance beneficiary information for accuracy and make any necessary changes.
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- Step 8:** If you want to make 2010 Flexible Spending or Transit elections, click the "Home" tab, then "Benefit Express—Flexible Spending." A separate window will open. Use your Loyola username and password. When you are finished, close the window. **You are required to make Flexible Spending election(s) every year during Benefits Open Enrollment. Continuation is not automatic.**
- If you do not want to make 2010 Flexible Spending or Transit elections, skip to Step 9.
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- Step 9:** Click "Benefits," then "Benefits Enrollment." Read the welcome message and click "Continue" to begin the benefits enrollment process.
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- Step 10:** You will be prompted throughout the enrollment process to make any benefit election changes for your benefit plans. **If you are adding a dependent/spouse/LDA to a benefit, please be sure to click "add or change dependent coverage" for that benefit and link him/her to that benefit coverage.**
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- Step 11:** Review your elections and verify that all information is updated correctly. When you have completed enrollment, you may print your benefit elections. Once you complete the online enrollment process, you will not be able to re-enter or make any changes. If you need to re-enter the system, please call Human Resources at **(312) 915-6175**.
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- Step 12:** To enroll or make changes to the Long Term Care plan, you must complete the application form on CNA's website at www.LTCbenefits.com (password: Loyola). Completed applications should be mailed directly to the address on the form.
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Choose Carefully: Your Benefit Elections Last All Year

In most cases, your benefit coverage choices will remain in effect from January 1 through December 31, 2010. You won't be able to make election changes until the next applicable Open Enrollment period, unless you experience a qualifying event:

- Your marriage, divorce, annulment or legal separation;
- The birth, adoption or placement for adoption of a child;
- The death of your spouse/LDA or a covered dependent child;
- Your gain or loss of legal custody of an eligible dependent;

- A child gaining or losing status as an eligible dependent;
- A change in the employment status (part-time to full-time, etc.) of you, your spouse/LDA or dependent, resulting in gain or loss of coverage;
- You or your covered dependent becoming eligible for Medicare or Medicaid; or
- A court order requiring a change in coverage (such as a Qualified Medical Child Support Order).

IMPORTANT: You must call Human Resources at **(312) 915-6175** *within 31 days* of the qualifying event to make changes to your benefits.