

HOW TO USE THE eBENEFITS SITE

Go to www.gvsu.edu/healthwellness and click on the eBenefits Annual Enrollment icon and follow the instructions provided on the login page. The icon looks like this:



YOU CAN COMPLETE ENROLLMENT EASILY WITH eBENEFITS

The eBenefits Enrollment System Will Allow You To Make:

- Medical plan elections
- Dental plan elections (if eligible)
- Vision plan elections (if eligible)
- Health Care Spending Account elections (if eligible)
- Dependent Care Spending Account elections (if eligible)
- Spouse, dependent and household member updates and changes
 - including coordination of benefits and over-age dependent updates
- Base life insurance beneficiary changes and verification
- Personal data updates and verification
 - including emergency contact and directory print information

When you have completed the online enrollment process, the system will confirm your selection and provide you with your confirmation/total compensation statement that you should print for future reference.

The eBenefits Enrollment System Will Not Allow You To Make:

- Retirement and Supplemental Retirement Account elections and changes
- Retirement and Supplemental Retirement Account beneficiary designations and changes
- Supplemental life insurance elections and changes

These changes are not part of Open Enrollment and can be made anytime during the year. Contact Human Resources at X12220 to get more information.

How You Can Get Assistance:

- Call Benefits at X12220
- Visit us at 140 Lake Michigan Hall
- Email us at healthandwellness@gvsu.edu

You can log-in to the enrollment site from any computer with internet access. If you do not have computer access at your desk or at home, you are welcome to use a computer in Human Resources at 140 Lake Michigan Hall or in the Service Building Muster area.