

ONLINE ENROLLMENT USER GUIDE | EMPLOYEE

**@MyHR
Home**



TIPS AND TRICKS

> From the main **Employee Services** screen you can access the following:

- Find your HR Benefits Representative
- Update your home address and work phone
- View your Salary Statement
- Change your W-4 Tax Withholding

Ensure that your pop-up blocker is disabled on your internet browser (use Chrome or Internet Explorer).

- > Select **Tools**
- > Select **Pop-up Blocker**
- > Select **Turn Off Pop-up Blocker**

You can increase your font size on the portal using your internet browser:

- > Select **View**
- > Select **Text Size**
- > Select **Desired Text Size** (*The recommended setting is medium. The text size should be changed before accessing MyHR@Home.*)

You must use the navigational tools within the **MyHR@Home** screens to navigate within the **MyHR@Home** application, NOT the navigation tools on your internet browser.

REMEMBER: Select **Save** to process your elections or changes.

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Quick Help Phone Numbers	
Saint Francis Help Desk	x11486 or 918-494-1486
Human Resources Benefits Department	918-502-8300, option 2

REGISTRATION AND LOGIN

Register for **MyHR@Home** (if you have never signed into SAP)

1. To access **MyHR@Home**:

- > From the **HealthNet** main page, select **MyHR@Home** under **Resources**
- > From the **saintfrancis.com** main page, select the **More** tab at the top of the screen
 - Select **For Employees**
 - Select **MyHR@Home Login** on the left side of the page

Forgot your password? Call the help desk at 918-494-1486.

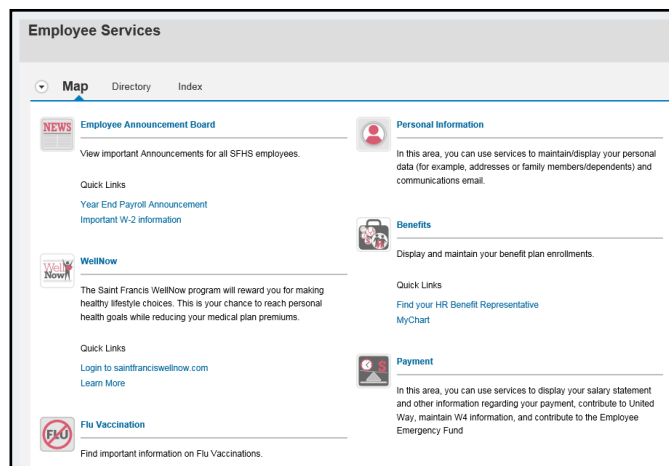
2. Create a **Password** for your user ID:

- > Enter **User ID: E0#####** (##### is your employee ID number)
- > Enter **Password: Sapnnnnn** (nnnnn is the last five digits of your SSN)
- > Select **Log on**
- > Change your **Password** (*must be at least eight characters*)

Log on to the **MyHR@Home** site (if you already have a password)

Follow step one above. When you arrive at the **Welcome** screen:

- > Enter your **User ID** and **Password**
- > Select **Log on**
- > Arrive at the **MyHR@Home Overview** main page

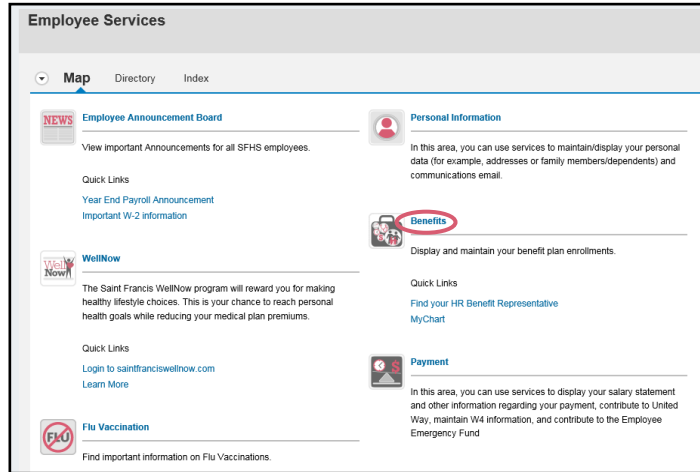


VIEW CURRENT BENEFITS

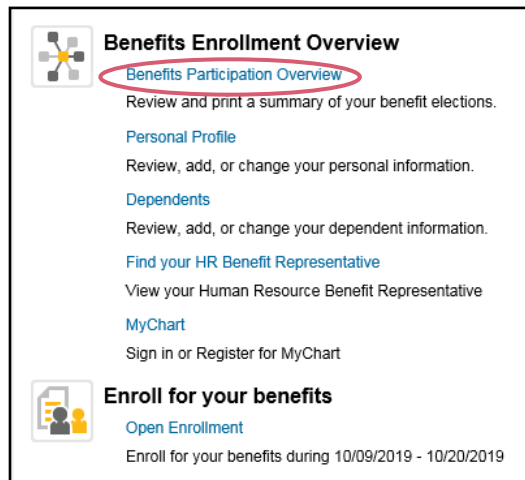
View your current benefits (if you are currently enrolled)

From the **MyHR@Home Overview** page:

> Select **Benefits**



> Select **Benefits Participation Overview**



Participation Overview

To see benefits from a specific date

> Select **Date** then **Display** to:

- List plan details and coverages
- View dependents covered under a specific plan.

> Select the **printer icon** on the top right side to print

> Close the screen when you have completed viewing your current elections

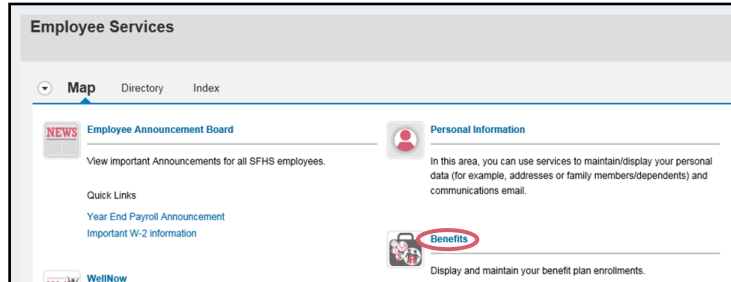


UPDATE PERSONAL PROFILE

If enrolling in an MCO medical plan or in life insurance, you must first update your Personal Profile from the MyHR@Home Overview page.

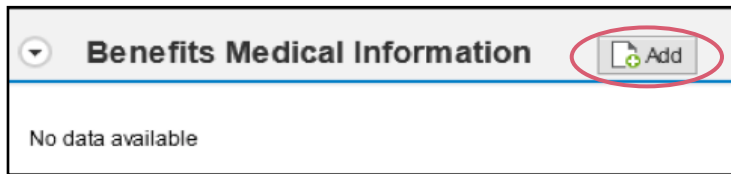
From the **MyHR@Home Overview** page:

- > Select **Benefits**



Under **Personal Profile**:

- > Select **Add** under **Benefits Medical Information**



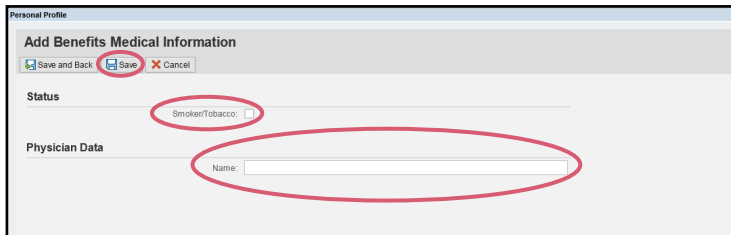
If you are enrolling in an **MCO medical plan**:

- > Complete the Physician Data **Name** field to enroll with your preferred primary care physician (PCP). **Note:** First and last name of the physician is required.

Please see saintfrancis.ccok.com for a provider directory associated with each plan. If you do not add a PCP, CommunityCare will assign a PCP for you.

If you are enrolling in life insurance, the smoker/tobacco indicator field must be checked if you have smoked or used tobacco in the past three years.

- > Select **Save** once all required information has been completed
- > Proceed to **Enrollment** on **Page 5** of this guide.

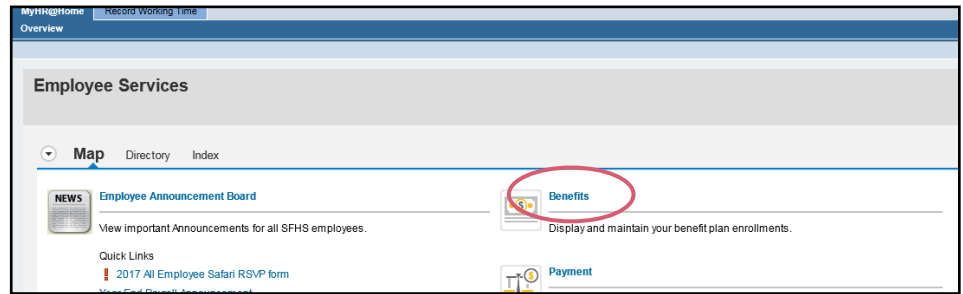


ENROLLMENT

If you are only enrolling yourself or have already updated your dependents

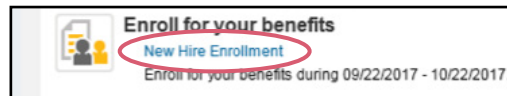
Return to the **MyHR@Home Overview** screen

> Select **Benefits**



Under **Enroll for your benefits:**

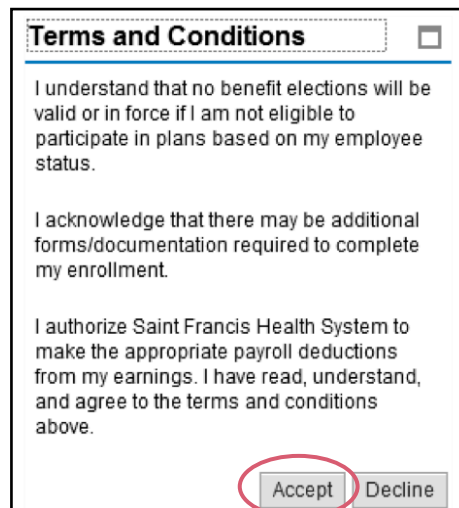
> Select the reason for your enrollment, such as **New Hire/Status Change**



Read the **Terms and Conditions**

> Select **Accept** to proceed

- If you are enrolling or updating dependents, proceed to **Adding a Dependent** on **Page 6** of this guide
- Proceed to **Health Plans (Dental Plans)** on **Page 7** of this guide.

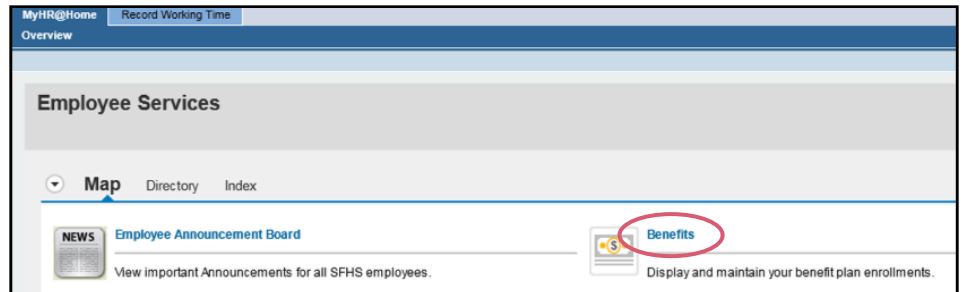


BEFORE ENROLLMENT-ADDING A DEPENDENT

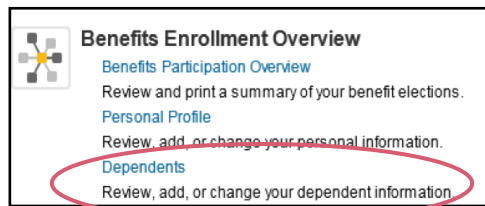
To add a dependent from the MyHR@Home Overview page

Repeat this process for each dependent:

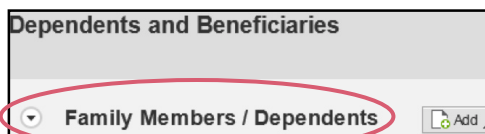
- > Select **Benefits**



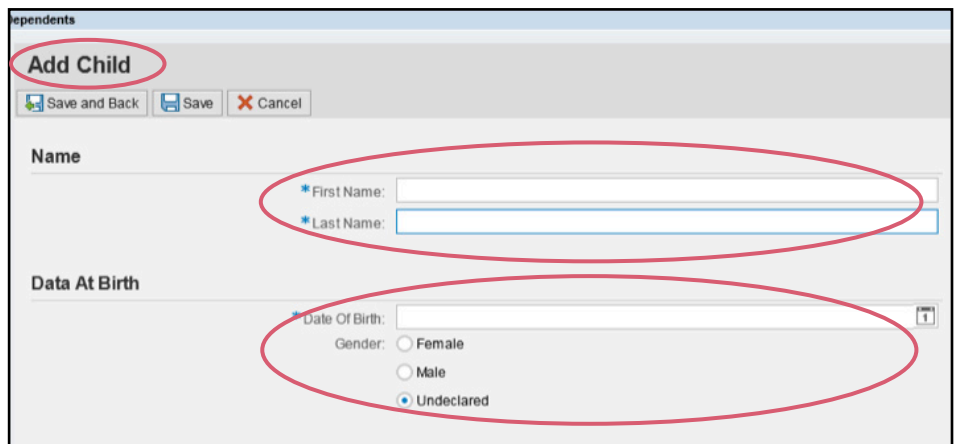
- > Under **Benefits Enrollment Overview**, select **Dependents** (review, add or change your dependent information)



- > Select **Add** and **Type of Dependent** and fill in **all** dependent information fields, then select **Save**
- > Verify all information is correct and select **Save and Back**

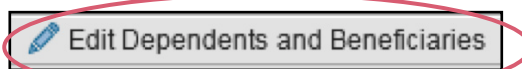


If a dependent record has been created, the record cannot be deleted. Contact HR Benefits Department for assistance with any errors.



To add a dependent from the Enrollment screen

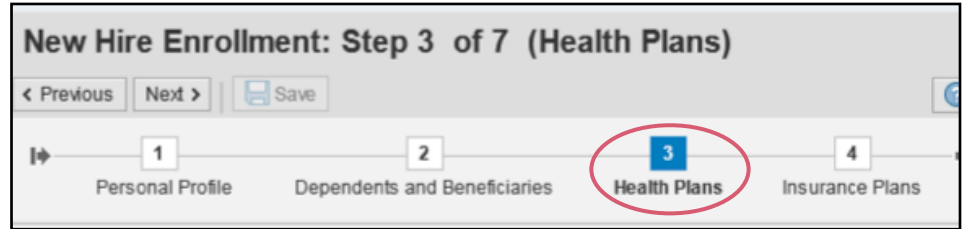
- > Select **Dependents and Beneficiaries**; select **Add** for additional dependent or select the **Edit Dependents and Beneficiaries** to update a dependent record
- > Follow the prompts, then select **Save**
- > Return to **Enrollment** on **Page 5** of this guide



To Discontinue, Add or Change Your Dental Plan Coverage (FT only)

From the **New Hire/Status Change** screen:

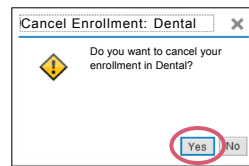
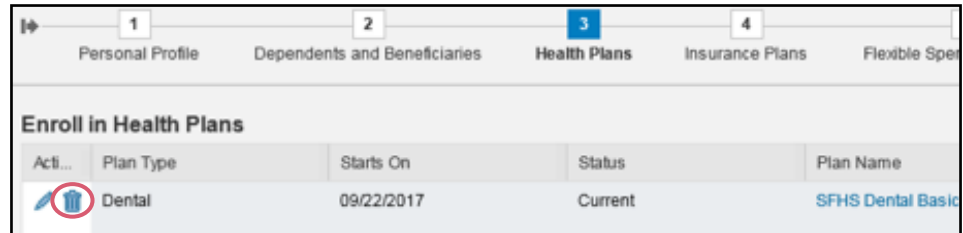
- > Select **Health Plans**



To DISCONTINUE ALL current dental plan coverage for you and your dependents

Under **Actions**:

- > Select the **Trash Can** next to the dental plan
- > Select **Yes** or **No** to confirm your cancellation request



To ADD or CHANGE dental plan coverage for you and your dependents

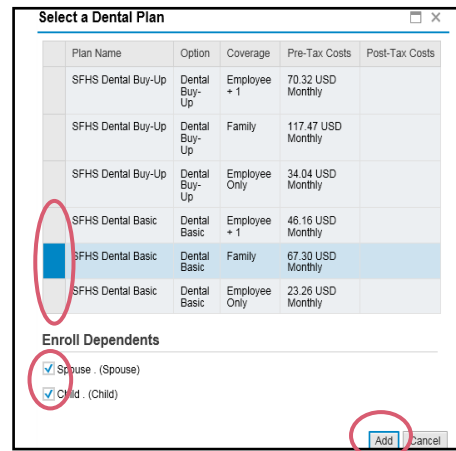
Under **Actions**:

- > Select the **Pencil** to change or the **Paper** to add the dental plan

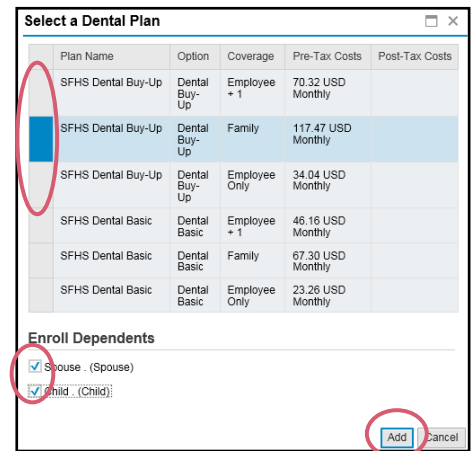
On the **Select a Dental Plan** screen:

- > Select the **Plan/Coverage** level
 - To enroll dependents, **check the box** by the dependent's name
 - To discontinue dependent coverage, **deselect the checkbox** next to the dependent's name
- > Select **Add** when completed

BASIC PLAN



BUY-UP PLAN



If a dependent is not listed, you must go back to **Adding a Dependent on Page 6 of this guide.**

To Discontinue, Add or Change your Medical Plan coverage (FT and PT)

From the **New Hire/Status Change** screen:

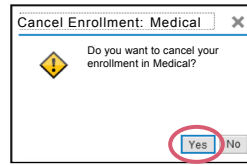
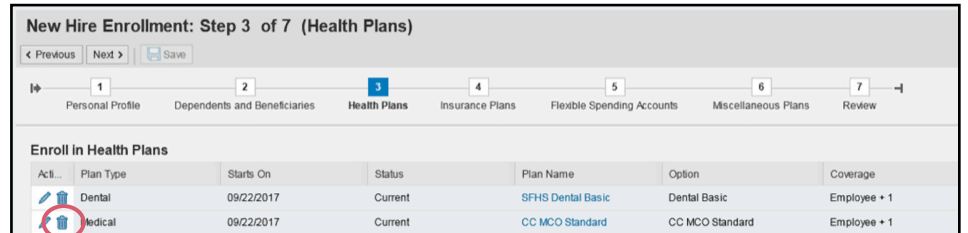
- > Select **Health Plans**



To DISCONTINUE ALL current medical plan coverage for you and your dependents

Under **Actions:**

- > Select the **Trash Can** next to the medical plan
- > Select **Yes** or **No** to confirm your cancellation request



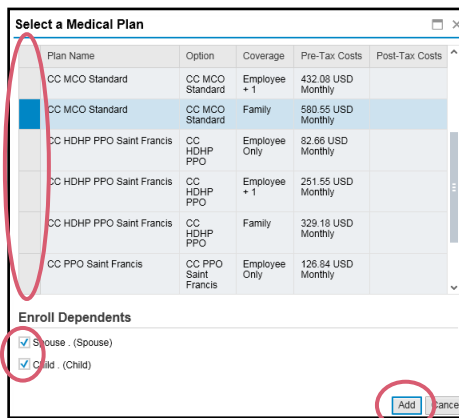
To ADD or CHANGE medical plan coverage for you and your dependents

Under **Actions:**

- > Select the **Pencil** to change or the **Paper** to add the medical plan

On the **Select a Medical Plan** screen:

- > Select the **Plan/Coverage** level
 - To enroll dependents, **check the box** by the dependent's name
 - To discontinue dependent coverage, **deselect the checkbox** next to the dependent's name
- > Select **Add** when completed



If a dependent is not listed, you must go back to **Adding a Dependent** on **Page 6** of this guide.

To Discontinue, Add or Change Your Vision Plan Coverage (FT only)

From the **New Hire/Status Change** screen:

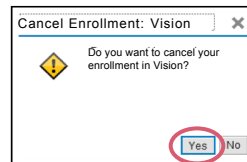
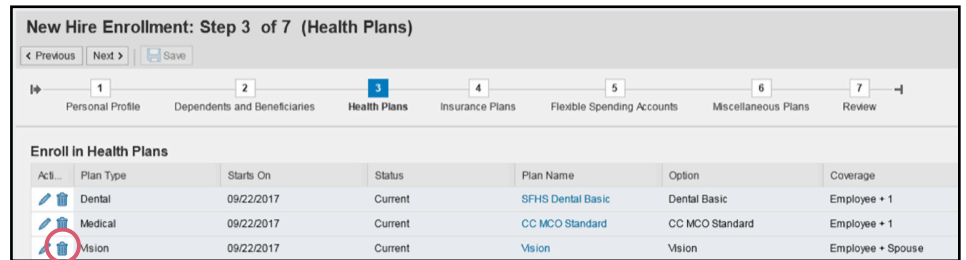
- > Select **Health Plans**



To DISCONTINUE ALL current vision plan coverage for you and your dependents

Under **Actions:**

- > Select the **Trash Can** next to the vision plan
- > Select **Yes** or **No** to confirm your cancellation request



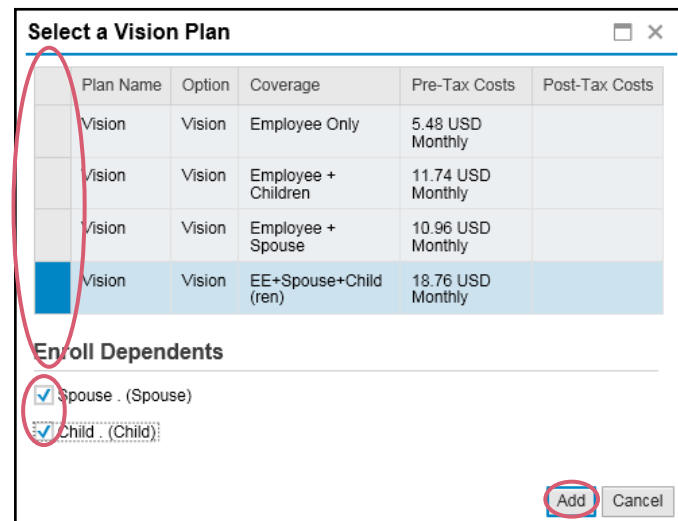
To ADD or CHANGE vision plan coverage for you and your dependents

Under **Actions:**

- > Select the **Pencil** to change or the **Paper** to add the vision plan

On the **Select a Vision Plan** screen:

- > Select the **Plan/Coverage** level
 - To enroll dependents, **check the box** by the dependent's name
 - To discontinue dependent coverage, **deselect the checkbox** next to the dependent's name
- Select **Add** when completed

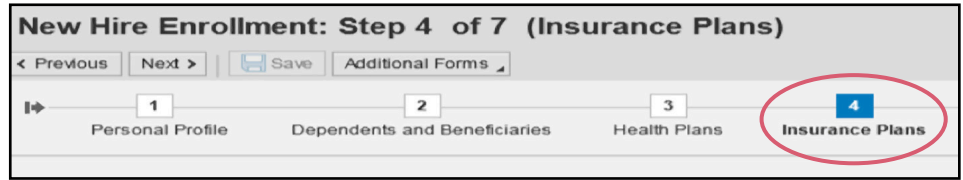


If a dependent is not listed, you must go back to **Adding a Dependent on Page 6 of this guide.**

To Discontinue, Add or Change Your Optional Life Plan Coverage (FT only)

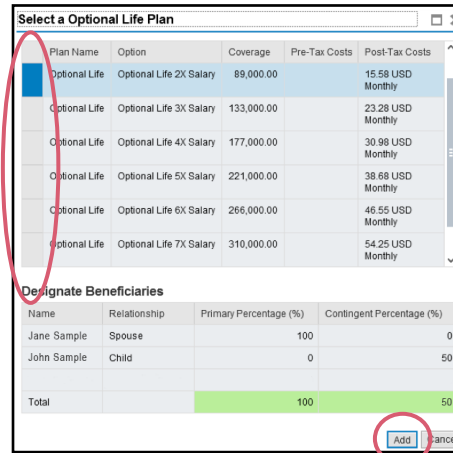
From the **New Hire/Status Change** screen:

- > Select **Insurance Plans**



Under **Actions:**

- > Select the **Trash Can** to delete, the **Pencil** to change or the **Paper** to add coverage
- > Select the **desired level of coverage:**
 - Employee optional life: 1X to 8X salary (maximum coverage is \$2,000,000*) and
- > Select **Add**

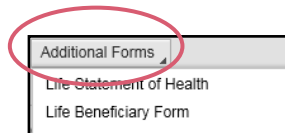


***Please note:** The coverage levels shown on this screen do not reflect the actual maximum available.

To print forms for all life insurance plans

- > Select **Additional Forms**

- “Statement of Health Form” (only required for 3X or more in election or +\$350,000). *If required, the Statement of Health form will be mailed to you. Return completed Statement of Health form to contact information on the form.*



Please return completed Beneficiary Designation form to the HR Benefits Department within your 31-day window.

FLEXIBLE SPENDING ACCOUNTS (FSAs)

Medical and Daycare Flexible Spending Accounts (FSAs) (FT and PT)

To enroll

From the **New Hire/Status Change** screen:

- > Select **Flexible Spending Accounts**

Medical FSA and/or Daycare FSA coverage must be enrolled in annually.



Under **Actions:**

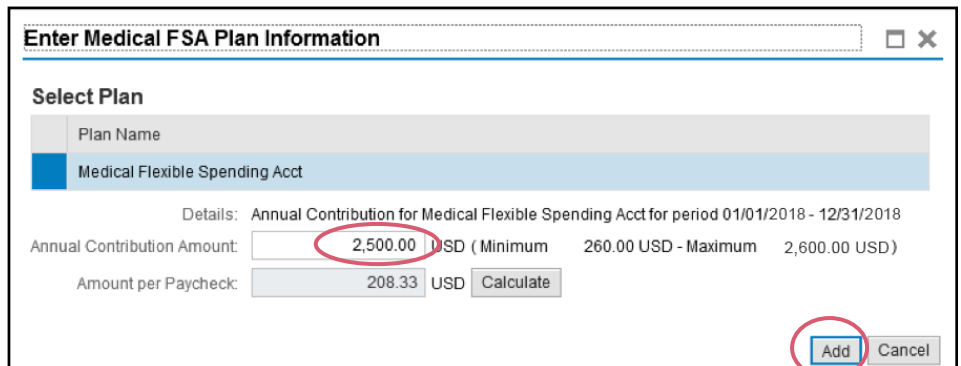
- > Select the **Pencil** to change or the **Paper** to add the desired plan



- > Enter a **dollar amount for annual contribution** for each plan you are electing (your deduction will be determined by the number of pay periods remaining in the calendar year)

- > Select **Add** when completed

Refer to the Benefit Enrollment Guide for annual FSA limits.



To Discontinue, Add or Change Your Dependent Life/Voluntary AD&D (VADD) Coverage (FT only)

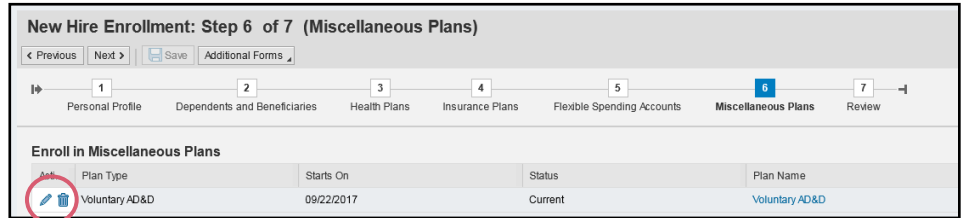
From the **New Hire/Status Change** screen:

> Select **Miscellaneous Plans**



Under **Actions**:

> Select the **Trash Can** to delete, the **Pencil** to change or the **Paper** to add coverage

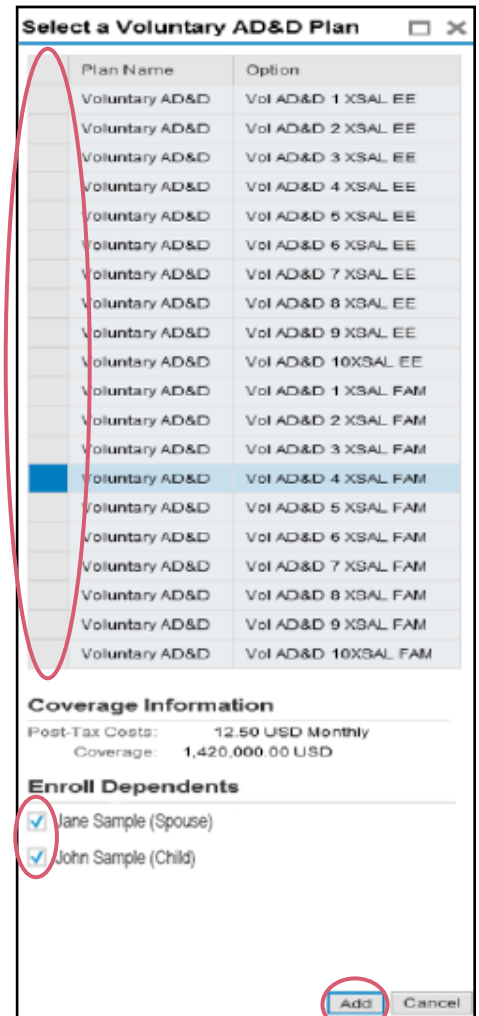
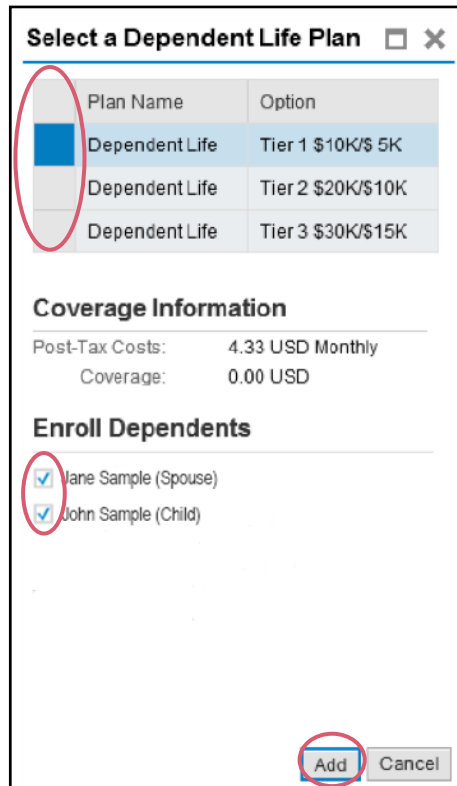


> Select the **desired level of coverage**:

- **Dependent life:** Spouse/child(ren): in the amount of \$10,000/\$5,000, \$20,000/\$10,000 or \$30,000/\$15,000; \$200 for each covered dependent child less than six months
- **Voluntary AD&D:** Employee only or family plus coverage is available at 1X to 10X salary (maximum coverage is \$500,000)

> **Check the box** by the dependent's name to enroll the dependent

> Select **Add** when completed



Dependents must be selected if enrolling in dependent life or family VADD.
If a dependent is not listed, you must go back to Adding a Dependent on Page 6 of this guide.

To Discontinue, Add or Change Your Critical Illness Plan Coverage (FT only)

From the **New Hire/Status Change** screen:

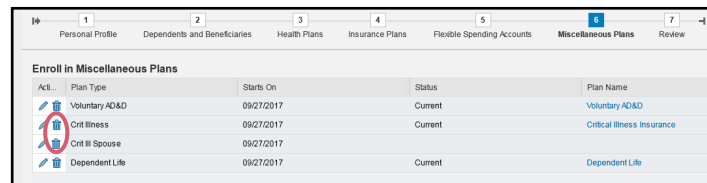
- > Select **Miscellaneous Plans**



To DISCONTINUE all current critical illness plan coverage for you and your dependents

Under **Actions:**

- > Select the **Trash Can** next to Critical Illness or Critical Illness Spouse



To ADD or CHANGE critical illness plan coverage for you and dependent children

Under **Actions:**

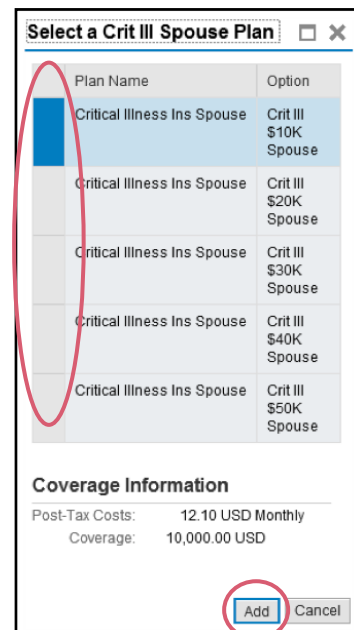
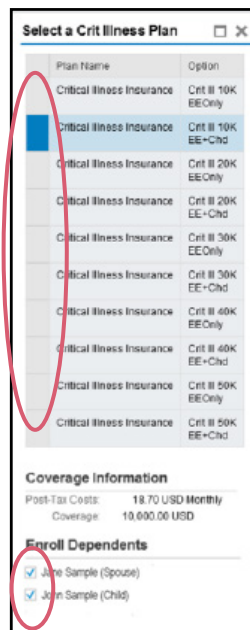
- > Select the **Pencil** to change or the **Paper** to add the critical illness plan
- > Select coverage for either **employee only** or **employee + children;**
- > **Check the box** by the dependent's name to enroll dependents
- > Select **Add** when completed

If a dependent is not listed, you must go back to **Adding a Dependent on Page 6** of this guide.
Dependent must be selected if enrolling in critical illness for employee + children.

To ADD or CHANGE critical illness plan coverage for your spouse (employee must enroll first)

Under **Actions:**

- > Select the **Pencil** to change or the **Paper** to add the critical illness spouse plan
- > Select **coverage level** (must match employee election)
- > Select **Add** when completed



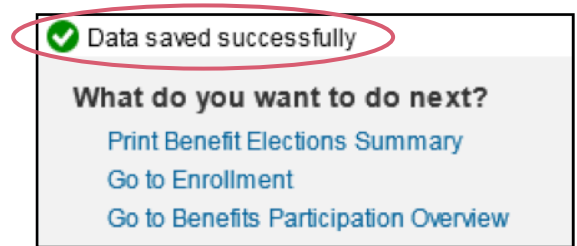
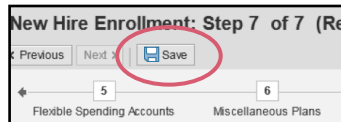
REVIEW, CHANGE AND SAVE ENROLLMENT ELECTIONS

From the **New Hire/Status Change** screen:

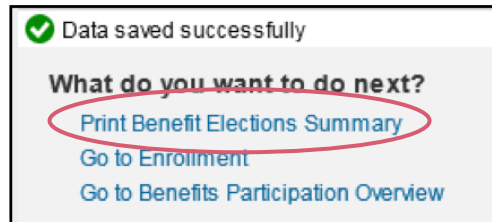
- > Select **Review**



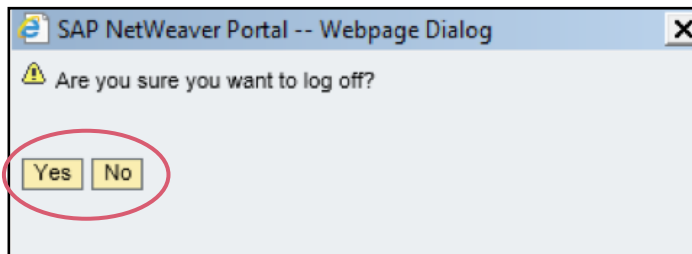
- > Select **Save** to confirm your election
Look for a message below that confirms your changes have been saved.



- > Select **Print Benefit Elections Summary** to print a copy of your election/changes (**Benefit Confirmation form**)



- > Close the **Enrollment** screen for completion after you have verified your enrollment
- > Select **Log Off** on the **Portal** screen in order to exit the application



If you have any discrepancies in your previously elected benefits, you must provide proof of enrollment (copy of Benefit Confirmation Letter) to the HR Benefits Department.

SAINT FRANCIS HEALTH SYSTEM

Allstate Benefits Group Universal Life Insurance with Long Term Care

STEP 1

Visit Your Benefit Guide

Your Long Term Care Benefit Guide contains valuable benefit information, educational videos, access to personalized Benefit Consultations and enrollment plan details.

- Go to www.myltcguide.com/sfhs

STEP 2

Ready to apply?

- Visit www.myltcguide.com/sfhs
- Select 'Apply Now'
- Click on the link <https://allstate.benselect.com/enroll>
- Enter your SSN and Personal Identification Number (PIN).
 - *Your PIN is the last 4 digits of your SSN, followed by the last two digits of your birth year.*
- Follow the prompts on each page to complete your application.

STEP 3

Confirmation of Approved Application

- Allstate Benefits will mail a welcome packet directly to your home address.
- Once you have received your Policy Packet, you can visit www.Allstatebenefits.com/mybenefits to review your policy information

Still have questions?

Contact LTC Solutions

1.877.286.2852

LTCiBenefitsTeam@ltc-solutions.com

Access MyBenefits

www.Allstatebenefits.com/mybenefits

