

EMPLOYEE GUIDE TO ENROLL IN BENEFITS WITH THE *benefits*HUB

With THE*benefits*HUB, you have access to benefits 24 hours a day, 7 days a week, from anywhere that you have Internet access.

Step 1: Login

Go to www.thebenefitshub.com/northeast. This will take you to the login screen.

Username:

Your **username** is your Novell Account or Employee Portal login. If your Novell Account/Employee Portal login has less than six (6) characters, then you will add your four (4) digit birth year to the end of your username. If you do not have a Novell Account/Employee Portal login, please contact the NEISD Benefits office to receive your login information.

Password:

Your **password** is your full last name (excluding punctuation), followed by the last four (4) digits of your Social Security Number.

Step 2: Demographic Information

THE*benefits*HUB will guide you through the simple enrollment process page by page.

Employee Usage Agreement:

This agreement is displayed when you login to the system as an employee. Please read this section to ensure that you understand the terms of your “electronic signature” within THE*benefits*HUB. When you agree with this information, click **CONTINUE**.

Employee Data Entry Sections:

☞ **Personal Information:** Please review current information for accuracy and enter in any new or missing information. All fields in **BOLD** are required. *Please enter an email address if you have one – if you forget your password, the system will send you a new one.*

☞ **Dependent Information:** Please review current information for accuracy and enter in any new or missing information for all dependents. All fields in **BOLD** are required. *To edit dependent information, click on the paper ✍️. Please make sure to indicate if your child is a full-time student and/or claimed on your tax return as this could affect eligibility on some benefit plans.*

Step 3: Now you can select the benefits Information

Enrollment in Benefits:

Once all personal and dependent data has been entered, you will have access to enroll *online* in the benefits for which you are eligible. Each **benefit plan type** (i.e. medical, dental, life) will appear individually for you to select.

☞ **View Benefit Descriptions:** To view, click on the [View Plan Outline of Benefits](#) or the ⓘ next to the name of the plan you would like to review. This shows a plan summary and any available links or additional documentation related to this plan.

☞ **View Plan Cost:** Click on the box next to each eligible family member or choose the coverage level you would like. The cost will automatically show up in the box to the right of the members’ names or the “Election Summary” box and will be updated as coverage is adjusted.

☞ **View Total Benefit Cost:** As you select plans, the cost will be adjusted in the “Election Summary” box to the right of the plans.

☞ **Forms:** **One or more of your Benefit Plans may require a paper form to be submitted with the Insurance Carrier.** If this is the case, THE*benefits*HUB will prompt you to print the necessary forms during your online enrollment session.

Step 4: Beneficiary Information

Beneficiary Information:

Beneficiaries are required; please choose your beneficiary *for each applicable* plan.

Step 5: Consolidated Enrollment Form

Consolidated Enrollment Form:

This form will display all data from each of the sections listed above, including personal and enrollment information. You may make changes to anything that is incorrect by clicking on [Click here to edit](#) next to that item or, when you are finished with the enrollment process, you will be sent to the Employee Menu where you may make changes. (See *Employee Menu* section)

When you have completed your benefit selections, click the  button and you will be automatically routed to the employee menu screen.

EMPLOYEE MENU

Once the enrollment is completed in the system, you will see these Employee Menu icons.

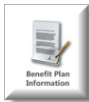
Sections are as follows:



Personal Information: Access and edit information by selecting menu items under “Personal Information”, as well as, change your Password.



Dependent Information: Access and edit information regarding **Dependents** in this section. Make sure the HR Department knows of any changes made as this may change eligibility status or give an opportunity to change enrollment in certain benefits!



Benefits Plan Information: Access and view benefits in this section. You will not be able to change benefit elections unless it is an open enrollment period for your company. See a **quick review** of all information on the “**Consolidated Enrollment Form**”.

Navigation and Data Entry Tips...

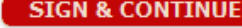
HELP! If you need assistance while working in **THEbenefitsHUB**, click [HELP](#) located at the upper right corner of the screen.

BACK AND FORTH: Please do not use the web browser’s “back” and “forward” arrows while in the system. Use the navigation buttons:






REQUIRED DATA: As noted on each screen, the **Bold** items are required to allow continuation to the next page. The more information entered, the better the system will work for you; but you may skip non-bolded items if they don’t apply.

MOVING ON: When each page is complete, go to the bottom of the page and click 

UNABLE TO FINISH? If for any reason you are unable to complete the enrollment process you may [LOGOUT](#) and login at a later time. When you login again, you will walk through the same process, but the data you previously entered will still remain.

“Post-Enrollment” Tips

WHAT ARE THOSE SYMBOLS? If you “toggle” the cursor/arrow on the icons, the definition of the icons will be revealed.  = Edit

LINKS... words, names or phrases in bold gray that become underlined when you put your cursor/arrow on them, these are links that will take you to a certain section.

SCREEN NAVIGATOR... This line is at the top of your screen. You may click on the links to quickly jump back to those previous screens.

