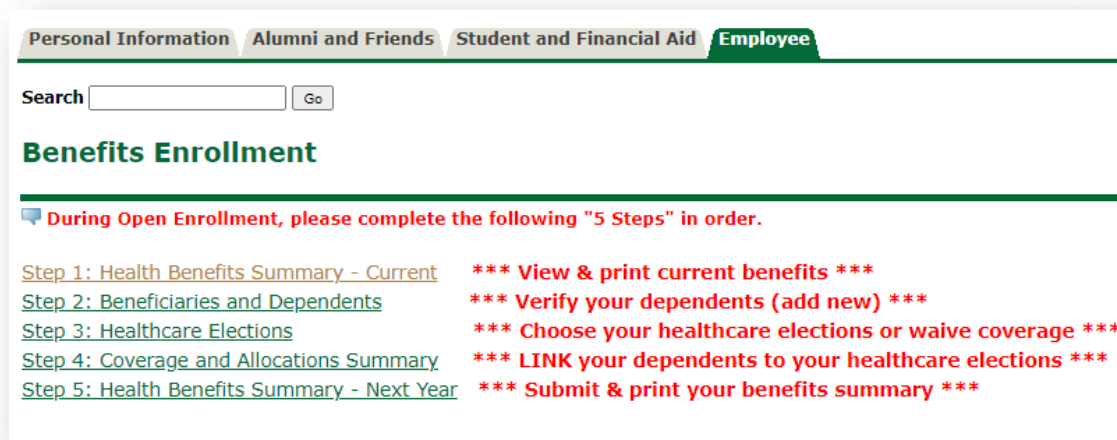


2025 Online Open Enrollment Instructions

Get Started

- Login to [Wings Express](#).
- At Main Menu, click **EMPLOYEE**.
- On Employee Menu, click **BENEFITS AND DEDUCTIONS**.
- Click, **BENEFITS ENROLLMENT** (see screenshot below).



Key Things to Remember Before Starting the 5-Step Process

- As you move through the steps, there are **instructions and comments at the top of selected screens**.
- You will advance through the screens by **clicking the links at the bottom or middle of the screens**.

Start the 5-Step Online Enrollment Process

STEP 1: Health Benefits Summary – Current (View & print current benefits)

- Click on Step 1.
- Your current healthcare elections are listed in the **Health Benefits Summary**.
- Your life Insurance and short-term disability elections are listed at the bottom of the screen. Changes made to these benefits require a paper process. Forms must be submitted to HR by the open enrollment deadline.
- At very bottom of page, click **Close** to return to the **Benefits Enrollment** screen.

STEP 2: Beneficiaries and Dependents (Verify your dependents)

- Click on Step 2
- You will see yourself and any **current or previous** eligible dependents for healthcare.

Alert! This list can include dependents who were previously enrolled on your health care plan(s) or designated as a life insurance beneficiary. **These dependents can't be deleted.** Dependents on this screen does not mean they are being included in your medical, dental and/or vision elections. The enrollment of dependents on your health care plans occurs in step 4.

- If a **Social Security Number is blank**, please enter the number.
- To add a new dependent, click the **“Add a New Person”** link in the middle of the page and enter the requested information. Submit the new dependent by clicking **“Submit Changes”**.
- **Please disregard** the **“College Status”** field, it does not impact you or your dependent's eligibility for health care coverage.

Select the Name to change information for an individual. Choose Add A New Person to make additions.

Beneficiaries and Dependents Information

| Name | SSN or SIN or TIN | Relationship | Birth Date | Gender | Status | Member Type | College Status |
|-----------------|-------------------|--------------|-------------|--------|--------|-------------|-------------------------|
| Rochelle Raider | xxxxx1234 | Employee | Oct 5, xxxx | Female | Active | Both | Attends college |
| Rachel Raider | xxxxx4321 | Child | Feb 1, xxxx | Female | Active | Both | Does not attend college |

[Add a New Person](#)
[Return To Benefits Enrollment](#)

- Click **“Return to Benefits Enrollment”** to return to the **Benefits Enrollment** screen.

Personal Information Alumni and Friends Student and Financial Aid **Employee**

Search

Benefits Enrollment

During Open Enrollment, please complete the following "5 Steps" in order.

| | |
|---|---|
| Step 1: Health Benefits Summary - Current | *** View & print current benefits *** |
| Step 2: Beneficiaries and Dependents | *** Verify your dependents (add new) *** |
| Step 3: Healthcare Elections | *** Choose your healthcare elections or waive coverage *** |
| Step 4: Coverage and Allocations Summary | *** LINK your dependents to your healthcare elections *** |
| Step 5: Health Benefits Summary - Next Year | *** Submit & print your benefits summary *** |

STEP 3: Healthcare Elections (Change your healthcare elections or waive coverage)

- Click on Step 3.
- You will see two sections: **Health** (includes Health Savings Account) and **Flex Spending**
- Click “**Health**” to make your medical, dental, vision and health saving account elections.

| Benefits Effective Date: Jan 01, 2025 | |
|--|--|
| Group | Benefits Status |
| Health | No choices made in this group. |
| Flex Spending | No choices made in this group. |
| <input type="button" value="Complete"/> | <input type="button" value="Restart"/> <input type="button" value="Cancel"/> |

- The “**Health Group**” page will appear

[Health Group](#)

[HDHP Monthly](#) You have not selected this benefit deduction.

[Health Savings Account](#) You have not selected this benefit deduction.

[PPO 80/20 Monthly](#) You have not selected this benefit deduction.

[Blue HPN Monthly](#) You have not selected this benefit deduction.

[Dental Monthly](#) You have not selected this benefit deduction.

[Vision Monthly](#) You have not selected this benefit deduction.

[Health Waived](#) You have not selected this benefit deduction.

[Dental Waived](#) You have not selected this benefit deduction.

[Vision Waived](#) You have not selected this benefit deduction.

- Click the **medical plan** that you want to enroll in (HDHP, PPO 80/20 or Blue HPN). If waiving coverage, click **“Health Waived”** (toward the bottom).

All employees must elect or waive their medical, dental and vision benefits.

Health Savings Account is included in this section.
Please page down to see all possible elections.

Health Group

[HDHP Monthly](#) You have not selected this benefit deduction.

[Health Savings Account](#) You have not selected this benefit deduction.

[PPO 80/20 Monthly](#) You have not selected this benefit deduction.

[Blue HPN Monthly](#) You have not selected this benefit deduction.

[Dental Monthly](#) You have not selected this benefit deduction.

[Vision Monthly](#) You have not selected this benefit deduction.

[Health Waived](#) You have not selected this benefit deduction.

[Dental Waived](#) You have not selected this benefit deduction.

[Vision Waived](#) You have not selected this benefit deduction.

- Make your coverage level selections (employee only, employee + child(ren), employee + spouse, or employee + family) by clicking the appropriate button in the far-right column titled **“My Choice”**.
- Click **“Add Choice”** at the bottom left side.

HDHP Monthly
Deduction Effective as of: Jan 01, 2025

| Plan | Employee Deduction Amount | Employer Amount | My Choice |
|-------------------------|---------------------------|-----------------|-----------------------|
| EE < \$53k | 124.0000 | 504.0000 | <input type="radio"/> |
| EE + Child(ren) < \$53k | 212.0000 | 908.0000 | <input type="radio"/> |
| EE + Spouse < \$53k | 290.0000 | 1,078.0000 | <input type="radio"/> |
| EE + Family < \$53k | 384.0000 | 1,482.0000 | <input type="radio"/> |

[Add Choice](#)

Open Enrollment Group

- Repeat the above steps for dental and vision. If waiving dental and/or vision, click **“Waived Dental”** or **“Waived Vision”** (toward the bottom).

Alert! Once coverage is selected, and if you desire a change for any reason, de-select your initial choice by selecting the plan and clicking the **“Cancel Choice”** button. Once cancelled, the online system will allow you to select your desired plan.

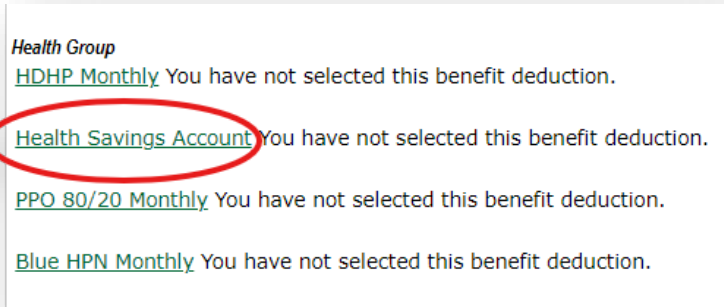
Health Waived
Deduction Effective as of: Jan 01, 2025

| Current Plan | Plan | Employee Amount | Employer Amount | My Choice |
|-----------------|--------|-----------------|-----------------|----------------------------------|
| My Current Plan | Waived | .0000 | .0000 | <input checked="" type="radio"/> |

[Submit Change](#)

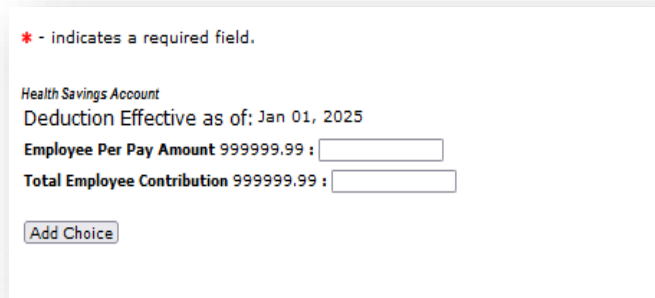
[Cancel Choice](#)

Alert! HDHP participants who want to contribute to their health savings account via payroll deduction, click **“Health Savings Account”**. If you **do not** want contribute, no action is required.



Health Group
[HDHP Monthly](#) You have not selected this benefit deduction.
[Health Savings Account](#) You have not selected this benefit deduction.
[PPO 80/20 Monthly](#) You have not selected this benefit deduction.
[Blue HPN Monthly](#) You have not selected this benefit deduction.

- To contribute to your health savings account:



* - indicates a required field.

Health Savings Account
Deduction Effective as of: Jan 01, 2025
Employee Per Pay Amount 999999.99 :
Total Employee Contribution 999999.99 :

- Enter your desired Employee per pay amount in the first box.
- Enter your Total Employee Contribution (annual amount) in the second box.
 - ❖ For example, if you contribute \$100 (\$50 biweekly) a month, enter this amount in the first box.
 - ❖ For the total, if you want this amount to continue for all 12 months (or 24 weeks), then enter \$1,200 in the second Box. Deductions will be in place for January through December.
 - ❖ If, you want to front load your contribution and only want \$100 (\$50 biweekly) for five months, then enter \$500 in the second box. Deductions will only occur for January through May.

Alert! HSA elections can be changed at any time during the calendar year. Signing up during open enrollment ensures you will begin your personal contributions in January. Regardless of whether or not you make personal contributions, Wright State’s semi-annual contribution will occur in January and July.

- Once you have completed your Healthcare plan elections and if applicable, HSA elections, click **“Open Enrollment”** in the middle of the page and return to the **Healthcare Elections page**.

Health Waived You have asked to start this benefit in the new year

| Plan | Employee Amount | Employer Amount |
|--------|-----------------|-----------------|
| Waived | .0000 | .0000 |

Dental Waived You have asked to start this benefit in the new year

| Plan | Employee Amount | Employer Amount |
|---------------|-----------------|-----------------|
| Dental Waived | .0000 | .0000 |

Vision Waived You have asked to start this benefit in the new year

| Plan | Employee Amount | Employer Amount |
|---------------|-----------------|-----------------|
| Vision Waived | .0000 | .0000 |

Restart

Open Enrollment

RELEASE: 8.16.1

- Click **“Flex Spending”** title and work through the steps below **if** you want to contribute to one or both of these two benefits. If you do **not** want contribute, click **“Complete”**.

Healthcare Elections

Please select **Health** below to enter **Health and Health Savings Acc**

Open Enrollment Start Date:

Open Enrollment End Date:

Benefits Effective Date:

| Group | Benefits Status |
|---------------|--------------------------------|
| Health | No choices made in this group. |
| Flex Spending | No choices made in this group. |

Complete Restart Cancel

- Dependent Care Flexible Spending (Daycare Expenses for Eligible Dependents)
 - Enter your desired per pay amount and click **“Add Choice.”**
- Healthcare Flexible Spending (Eligible Healthcare Expenses for You and Eligible Dependents)
 - Enter your desired per pay amount and click **“Add Choice.”**
 - Typically, elected by PPO 80/20 or waived participants
 - You can be a HDHP participant if you choose or are unable to receive the HSA. Please email HR_Benefits@wright.edu to discuss and ensure HR is aware of this decision to stop the Wright State HSA contribution

After you have made **all** your selections in both the **“Health”** and/or **“Flex Spending”** sections, you will click the **“Open Enrollment”** link in the middle of the page, returning to the screen, titled **“Healthcare Elections.”**

Once back to the main screen within Healthcare Elections you will want to review the information now appearing under Health and Flex Spending:

- Under Health, you will see:
 - A medical plan starting in the new year or waived.
 - A dental plan starting in the new year or waived
 - A vision plan starting in the new year or waived

- Under Flex Spending, you will see
 - Dependent Care FSA will be started in the new year or nothing if not elected
 - Healthcare FSA will be started in the new year or nothing if not elected
 - And if neither elected, you will see “no choices made in this group”
- **Alert!** – Please review this page.
 - If correct, then click “Complete”
 - If incorrect, then reenter the appropriate section to correct.

Alert! To finalize, you must click the “Complete” button on this screen before moving to Step 4.

The screenshot shows the 'Healthcare Elections' page. At the top, there are navigation tabs: 'Personal Information', 'Alumni and Friends', 'Student and Financial Aid', and 'Employee'. Below the tabs is a search bar with a 'Go' button. The main heading is 'Healthcare Elections'. Below this, there is a message: 'Please select Health below to enter Health and Health Savings Account (HSA) Elections.' There are three dates listed: 'Open Enrollment Start Date:', 'Open Enrollment End Date:', and 'Benefits Effective Date:'. Below these is a table with two columns: 'Group' and 'Benefits Status'. The 'Health' group is selected, and its status is 'Dental Waived will be started in the new year. Health Waived will be started in the new year. Vision Waived will be started in the new year.' The 'Flex Spending' group is also listed with the status 'No choices made in this group.' At the bottom, there are three buttons: 'Complete', 'Restart', and 'Cancel'. The 'Complete' button is circled in red.

- Once you click “Complete”, you can then click “Return to Benefits Enrollment” link at the bottom, center of page to return to the “Benefit Enrollment” (the five-step page) menu.

Alert! FSAs elections can’t be changed during the calendar year unless there is a qualifying event. Please ensure **if electing HealthCare Flexible Spending** that you do not enter your election in the **Dependent Care** section.

The screenshot shows the 'Benefits Enrollment' page. At the top, there are navigation tabs: 'Personal Information', 'Alumni and Friends', 'Student and Financial Aid', and 'Employee'. Below the tabs is a search bar with a 'Go' button. The main heading is 'Benefits Enrollment'. Below this, there is a message: 'During Open Enrollment, please complete the following "5 Steps" in order.' There are five steps listed, each with a link and a description:

- Step 1: [Health Benefits Summary - Current](#) *** View & print current benefits ***
- Step 2: [Beneficiaries and Dependents](#) *** Verify your dependents (add new) ***
- Step 3: [Healthcare Elections](#) *** Choose your healthcare elections or waive coverage ***
- Step 4: [Coverage and Allocations Summary](#) *** LINK your dependents to your healthcare elections ***
- Step 5: [Health Benefits Summary - Next Year](#) *** Submit & print your benefits summary ***

STEP 4: Coverage and Allocations Summary (Link your dependents to your healthcare elections)

- Click “Step 4”, “**Coverage and Allocations Summary**”.
- At the top of the page, click “**Jump to Bottom**”. Once you are at the bottom of page, you will see the offered benefits.
- For each healthcare benefit you elected in Step 3, you will need to individually click “**Coverage Details**”. Once selected, a second screen will appear listing yourself and if applicable, your dependents.
- If you **waive coverage** for all three benefits, you will see the respective benefit listed as waived and **no further action is required in Step 4.**

Alert! As with Step 2, there may be previous healthcare dependents or life insurance beneficiaries listed that you can ignore. These individuals will probably either have no dates (never covered); or might have an earlier begin date and an end date from the past.

You do want to ensure that everyone you want to cover in 2025 is listed and the box labeled **Choose Benefit** is check marked. You will need to review the **BEGIN DATES** and **END DATES**.

| Choose Benefit* | Name | Relationship | Existing Coverage | Begin Date MM/DD/YYYY* | End Date MM/DD/YYYY | Deduction Termination Reason | Other Coverage |
|-------------------------------------|--------------|--------------|-------------------|------------------------|---------------------|------------------------------|----------------|
| <input checked="" type="checkbox"/> | Rowdy Raider | Employee | No | 01/01/2025 | | Not Selected | |

- **BEGIN DATE:**
 - **If continuing in same plan**, a benefit **BEGIN DATE** exists with an **END DATE** – you need to only remove the **END DATE** for everyone that will be enrolled in your 2025 plan.
 - **If moving to a new plan**, enter 01/01/2025 as the **BEGIN DATE** and the **END DATE** should be blank for everyone that will be enrolled in your 2025 plan.
 - **If adding a new dependent**, enter 01/01/2025 as the **BEGIN DATE** and the **END DATE** should be blank.
- **END DATE:**
 - If someone (e.g. spouse or child) is covered today and you want to discontinue coverage in 2025, the **END DATE** should be reflected as “**12/31/2024**”
 - Click the “**Choose or Update**” Button
 - You will then see the message “**Successfully updated**” on the far right.
 - Once the first benefit is complete, click “**Coverage and Allocations Summary**” at the bottom of screen. You will need to repeat this process for each benefit you elect to enroll: medical, dental and/or vision.
- Once completed with each elected healthcare benefit in Step 4, click “**Return to Benefit Enrollment**” in the middle to page to return to the “**Benefit Enrollment**” (the five-step page) menu.

STEP 5: Health Benefits Summary – Next Year

- Click “Step 5”, “Health Benefits Summary – Next Year” and it will take you to the page shown below:

WRIGHT STATE UNIVERSITY Health Benefits Summary

Open Enrollment Selections - 2025

Name: Jenna - Geseveld ID: U00866236 Dept: Human Resources Effective Date: 01/01/2025

| Dental Benefits | | | | |
|-----------------------------------|---------------|----------|----------|--|
| Dental Waived | Dental Waived | 0.00 | 0.00 | |
| You have waived Dental Coverage. | | | | |
| Medical Benefits | | Employee | Employer | |
| Health Waived | Waived | 0.00 | 0.00 | |
| You have waived Medical Coverage. | | | | |
| Vision Benefits | | | | |
| Vision Waived | Vision Waived | 0.00 | 0.00 | |
| You have waived Vision Coverage. | | | | |
| Total Amount Per Pay | | 0.00 | 0.00 | |

REVIEW ELECTIONS: You need to confirm all statements to be able to "SUBMIT" your elections.

- I see my medical, dental and/or vision benefit elections (or I waived).
- If no, please repeat Steps 3 through 5.
- I see myself and/or dependents listed (linked) for each benefit I elected (or I waived).
- If no, please repeat Steps 4 and 5.
- I see my contributions to the Health Savings Account and/or the Flexible Spending Accounts (Dependent Care and/or Healthcare) or I am not participating.
- If no, please repeat Steps 3 through 5.

SUBMIT ELECTIONS:

By clicking "SUBMIT," I am confirming that I have reviewed my summary and that my elections are correct.

IMPORTANT NOTE ON RE-ENTRY AFTER SUBMISSION:

Remember, if you re-enter this Benefit Election site and make any changes, you will erase this submission, and subsequently will need to complete Steps 1-5 again including a re-submission of your elections.

Close

- Review your elections and enrolled dependents for each benefit.
- Confirm and click all of the check mark boxes (shown above).
- Submit your elections by clicking the “Submit” button that populates once you’ve clicked all boxes.

| | | |
|----------------------|------|------|
| Total Amount Per Pay | 0.00 | 0.00 |
|----------------------|------|------|

REVIEW ELECTIONS: You need to confirm all statements to be able to "SUBMIT" your elections.

- I see my medical, dental and/or vision benefit elections (or I waived).
- If no, please repeat Steps 3 through 5.
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Remember, if you re-enter this Benefit Election site and make any changes, you will erase this submission, and subsequently will need to complete Steps 1-5 again including a re-submission of your elections.

Close

- Once you click the “Submit” button, you will see a message populate that says “Thank you for completing your enrollment”, once this message populates, you will click the “Close” button.

Total Amount Per Pay

Your elections have been confirmed. To make changes return to step 3 and Reopen Open Enrollment.

IMPORTANT NOTE ON RE-ENTRY AFTER SUBMISSION:

Remember, if you re-enter this Benefit Election site and make any changes, you will erase this submission, and subsequently will need to complete Steps 1-5 again including a re-submission of your elections.

THANK YOU FOR COMPLETING YOUR ENROLLMENT!

Close

- Please review and save your confirmation emails in regards to your 2025 elections.
- If you later decide to make changes, you can “Reopen Open Enrollment” at any time, but remember you will always need to click “Complete” in Step 3 before moving to Step 4 and/or Step 5.

CONGRATULATIONS AND THANK YOU FOR COMPLETING YOUR ENROLLMENT!