Enrollment for VSP Vision Care

- 1. Login at portal.ec.uhnj.org
- 2. On the Welcome screen, scroll down to Self Services Banner and click Self Service Banner

Self Services Banner

Self Service Banner

PIN Reset Instructions (Two-Factor Authentication)

a.

- b. Login with your A-Number and PIN
- 3. On the Employee Services Tab, Select "Benefits and Deductions"



Employee Services

Benefits and Deductions
View your retirement plans, health insurance inforr

4. Click on Open Enrollment

a.



Benefits and Deductions

Retirement Plans Health Insurance Flexible Spending Accounts Miscellaneous Open Enrollment

5. Click on Health in the Group Benefit Status Section



- 6. Select one of the Options for VSP under Health Group: VSP Vision Care or VSP Vision Care Buy
 - a. Descriptions of each plan can be found at https://universityhospitalacpt.vspforme.com/?view=post

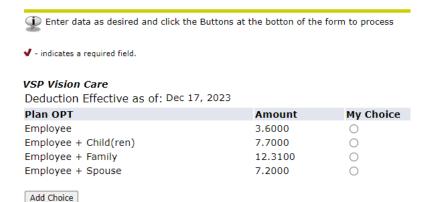
Open Enrollment Group Detail

This page displays your current benefits/deductions and the other options avai to current values if you wish to start over.

Health Group

VSP Vision Care You have not selected this benefit deduction. VSP Vision Care Buy Up Plan You have not selected this benefit deduction.

7. Selecting VSP Vision Care will give you the options below Open Enrollment Choice Detail

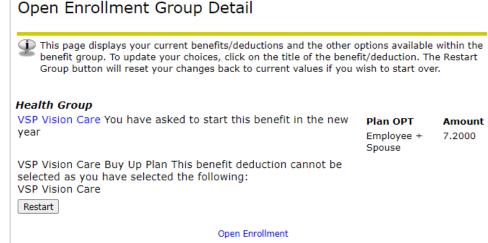


8. Selecting VSP Vision Care Buy Up Plan will give you the options below:

Open Enrollment Choice Detail

Enter data as desired and click the Buttons at the botton of the form to process √ - indicates a required field. VSP Vision Care Buy Up Plan Deduction Effective as of: Dec 17, 2023 Plan OPT My Choice Amount Buy Up Employee 4.9600 Buy Up Employee + Child(ren) 10.6300 0 Buy Up Employee + Family 16.9900 0 Buy Up Employee + Spouse 9.9400 0 Add Choice

- 9. Select the My Choice box for one of the plans with the appropriate level of coverage. Then click Add Choice to save your selection
 - a. This will bring you back to the Open Enrollment Group Detail screen listing the employee amount per pay period. Click Open Enrollment to continue.



10. The Open Enrollment Summary page will be displayed. Click Complete to finalize your selections.

Open Enrollment Summary



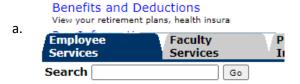
i The Open Enrollment process will allow you to enroll in a vision insurance plan. If you do not wish to enroll in a vison plan you do not need to proceed any further. If you wish to enroll your dependents in your vison plan please click beneficiary and dependents at the bottom of the Open Enrollment page. When you have completed your selections, click Complete Open Enrollment to submit your changes.

Open Enrollment Start Date: Sep 25, 2023 Open Enrollment End Date: Oct 31, 2023 Benefits Effective Date: Dec 17, 2023 **Group Benefits Status** Health VSP Vision Care will be started in the new year. Complete Restart Cancel Calculate Cost

11. Click on the Employee Services tab, Click on Benefits and Deductions and Select Coverage and **Allocations Summary**



Employee Services



Benefits and Deductions

Retirement Plans Health Insurance Flexible Spending Accounts Miscellaneous Open Enrollment Beneficiaries and Dependents New Hire Enrollment Coverage and Allocations Summary

b.

12. In the "Enroll Coverage and Allocations" selection click Coverage Details

Beneficiaries and Dependents Information

William Woodard III, A10703473
Self, Born on Jan 20**** and Does not attend college.

No Coverage, No Allocations

Test Baby
Child, Born on Jul 01**** and Does not attend college.

No Coverage, No Allocations

Enroll Coverage and Allocations

Enrolled Benefits Information

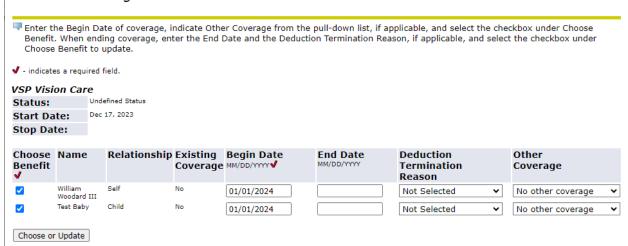
Benefit or Deduction Action Status Start Date Stop Date

VSP Vision Care Coverage Details Active Dec 17, 2023

Return to Top

13. On the Benefits Coverage page, check the Choose Benefit box for your Dependents to be covered and enter 01/01/2024 as the Begin Date

Benefits Coverage



a.

14. Click Choose or Update to Continue

Choose Benefit √		Relationship			End Date MM/DD/YYYY	Deduction Termination Reason	Other Coverage	Messages
	William Woodard III		No	01/01/2024		Not Selected ✓	No other coverage 🔻	Successfully updated.
	Test Baby	Child	No	01/01/2024		Not Selected V	No other coverage 🔻	Successfully updated.

Choose or Update