



Self Service Enrollment Instructions

Open Enrollment 2021

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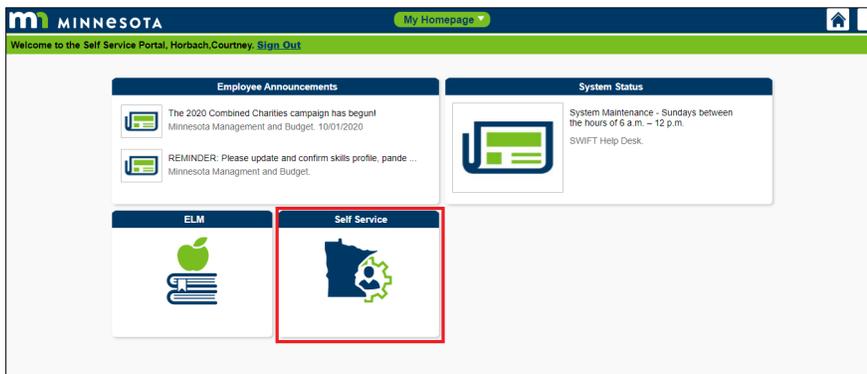
Navigating to your benefits enrollment page in Self Service

Self Service is available to every State of Minnesota employee and is secured and accessed by a user ID and password. Self Service is used by employees to complete payroll and human resources tasks online.



The screenshot shows the login page for the Minnesota Self Service Portal. At the top left is the 'm MINNESOTA' logo. Below it, the text 'Self Service Portal' is centered. There are two white input fields: the first is labeled 'User ID' and the second is labeled 'Password'. Below the password field is a green 'Sign In' button. Underneath the button is a checkbox labeled 'Enable Screen Reader Mode'. At the bottom, there are three links: 'Forgot your password?', 'Problems signing on?', and 'Privacy Statement'.

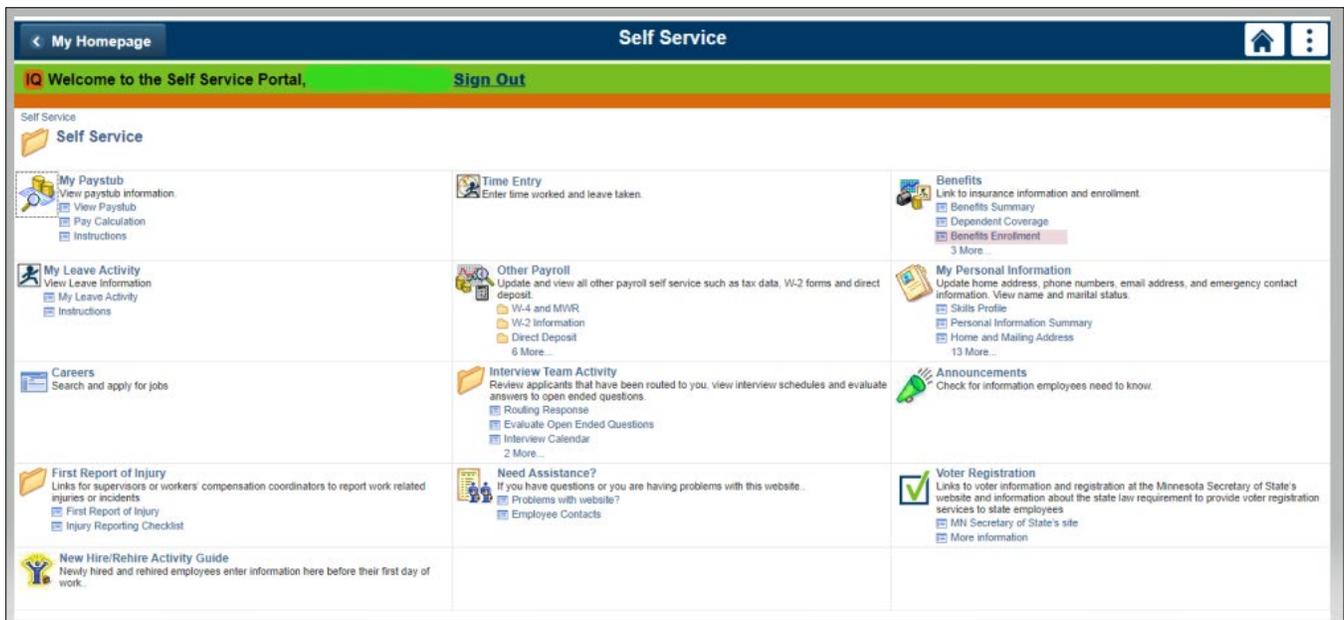
Type your User ID and Password; then press Enter or select the Sign In button. (New employees: Obtain your User ID and initial Password from your HR or Payroll office.)



Once signed in, select the Self Service link to open the Self Service menu page.

The Benefits tile will open the Benefits menu that includes:

- **Benefits Summary:** Shows current enrollment options including a calculator and date range option to review potential benefit selections.
- **Dependent Coverage:** Shows the names of your dependents and beneficiaries, and the type of benefit on which they are listed.
- **Benefits Enrollment:** Although the Benefits Enrollment link is always visible you can only enroll in benefits during your initial enrollment period or during the Open Enrollment period. Changes to benefits at other times or to benefits that are not open in Self Service, must be done by submitting paper election forms.



Sign out of Self Service by selecting the Sign out link on the green header next to your name when you are finished viewing or updating information. If you do not sign out, and are using a public computer, the next person may be able to select the back button on the browser and view your information. Close the browser window only after you sign out.

Getting started

CAUTION: Do not use the back or forward buttons on your browser. If you use them, you could lose the data you entered and may have to start over.

To enroll in insurance benefits electronically, take the following steps:

1. Access the State of Minnesota Self Service page on the Internet.	The State of Minnesota Self Service page appears.
2. Select the Benefits topic.	The Benefits page appears.
3. Select the Benefits Enrollment topic.	The Benefits Enrollment page appears.

Before continuing:

- Verify that your name appears at the top of the page.

4. Choose the Select button.	The Benefits Enrollment page for Open Enrollment appears.
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Before continuing:

- Carefully read the instructions on this page.
- Be sure to review the summary of coverage after editing each election. After you edit and store an election, the Self Service page will display the day your coverage begins and the approximate, semi-monthly deductions from your pay.
- Notice the alert informing you that your enrollment will not be complete until you review and accept your choices. Review and accept your choices by selecting the **Continue** button at the bottom of the **Benefits Enrollment Review** page.

Warning: Only select the **Continue** button after you have made all of your insurance elections and are comfortable with the selections you made.

Enrollment in the medical plan is shown below as an example. Enrolling in other insurance plans is similar to enrolling in the medical plan.

Making changes to your elections

Medical Plan

<p>5. Choose Edit next to MN Advantage Health Plan.</p>	<p>The Benefits Enrollment – MN Advantage Health Plan page appears.</p>
<p>6. Scroll down the page to see the list of plan administrators.</p>	<p>Accesses the plan administrator options</p>
<p>7. Select the related radio button to the left of the plan administrator you are choosing. If you wish to change your election, select the appropriate radio button and your selection will be changed.</p> <ul style="list-style-type: none"> • If you are enrolling dependents, go to step 8. • If you are enrolling neither, go to step 17. • If you are waiving your medical insurance for the first time, go to step 24. <p>8. If you had waived your coverage prior to the current plan year, and you want to keep your coverage waived, go to step 25.</p>	<p>Selects a plan</p>
<p><i>Enrolling a dependent in your coverage</i></p> <p>9. Scroll down the page to the Enroll Your Dependents section.</p> <ul style="list-style-type: none"> • Add dependents on this page by selecting the Add/View Dependents button. 	<p>The Enrollment Dependent Summary page displays.</p>
<p>Click the Add a Dependent link</p>	<p>The Dependent Personal Information page displays.</p>
<p>10. Complete Personal Information about your dependents. Complete the following fields for dependents: last name, first name, gender, birth date, relationship (use the drop down list), marital status (use the drop down list), dependent phone and address (If the address and/or phone number is the same as yours, click on the check box), and social security number.</p>	<p>Provides dependent information for processing.</p>

<p>11. Note: Only eligible dependents will be listed as eligible for health coverage. Until you provide required proof of eligibility enrollment is provisional.</p>	
<p>Save selections by selecting the Save button.</p>	<p>The Save Confirmation page appears.</p>
<p>12. Select the OK button to save confirmation.</p>	<p>The Dependent Personal Information page appears. It contains the information you entered.</p>
<p>13. Review the information on the Dependent Personal Information page. If it is correct, click Return at the bottom of the page.</p> <p>14. If the information requires any change, contact SEGIP to have the information corrected.</p>	<p>The Enrollment Dependent Summary page appears.</p>
<p>Click the Return to Enrollment Dependent Summary link.</p>	<p>Repeat the process to enter additional dependents.</p>
<p>15. When you finish adding dependents, click the Return to Enrollment link</p> <p>16. Any dependents you add at this point can be used for enrollment in other plans (example: dental insurance).</p>	<p>You will be returned to the Benefits Enrollment Review page.</p>
<p>17. Scroll down to the Enroll Your Dependents section.</p> <p>Click the check box to the left of each dependent you wish to enroll on the health plan.</p>	<p>A check mark will appear in the check box.</p>

<p><i>Entering a Primary Care Provider ID</i></p> <p>18. Scroll down to the Choose a Primary Care Provider ID section.</p> <p>Enter the number of your Primary Care Provider in the Specify a Primary Care Provider ID field. Failure to specify a clinic for your health plan will slow the processing of your application and will result in your being assigned to a clinic by the carrier.</p>	<p>Elects clinic choice for enrolling employee.</p>
<p>19. If you and all your dependents see the same Primary Care Provider, click the check box next to “Check here to enroll your dependents in the same Primary Care Clinic you selected for yourself” then proceed to step 22.</p> <p>If your dependents’ Health Care provider(s) differ from yours, proceed to step 19.</p>	<p>Elects same clinic choice for all covered members.</p>
<p>Click the Specify Primary Care Clinic ID for Dependents link.</p>	<p>The Specify Primary Care Clinic ID for Dependents page appears.</p>
<p>20. For each dependent, enter the Primary Care Provider ID in the Provider ID field</p>	<p>Elects clinic choice for <i>each</i> covered member.</p>
<p>21. Select the OK button when you are finished</p>	<p>You will be returned to the page on which you were entering your health insurance elections.</p>
<p>22. Select the Continue button to store your selections until you are ready to review and accept your final elections.</p>	<p>A recap of your choices, including any dependents and the selected provider will appear.</p>
<p>23. If the summary accurately reflects the choices you made, select the OK button.</p> <p>24. If you wish to change your choices or edit your dependent’s information, select the Edit button</p>	<p>Selecting the OK button will return you to the Enrollment Summary page.</p> <p>Select the Edit button to return to the MN Advantage Health Plan page so you can edit your elections</p>

<p>You will not be able to waive your medical insurance in Self Service.</p>	<ul style="list-style-type: none"> You will need to submit a Waiver of Medical Insurance Form during the Open Enrollment timeframe. <p>You will also need to submit proof of other medical coverage. Acceptable forms of proof are listed on the waiver form.</p>
<p>25. To continue to waive your medical coverage for the next plan year you must confirm that you continue to have other medical insurance coverage. From the Self Service Main Menu, select Benefits and then select Waiver of Medical Insurance. Select the box under the Attestation for Existing Waivers section and Submit.</p>	<ul style="list-style-type: none"> Once the attestation is successfully submitted, the box will be greyed out and a message will appear showing that it was successfully submitted.

Vision Plan

To select **Vision Plan**, select the **Edit** button and select either Employee Only or Family coverage.

To add dependents to your Vision Plan, follow the instructions as outlined in the Medical Plan instructions above.

When you have completed your selection and added your dependents, select **Continue** to review your choice and the cost. Your enrollment is not complete until you review and accept your choices. Select **OK** on the Vision Benefits Enrollment Review to complete your enrollment.

The default on the Vision Plan is NO COVERAGE.

Supplemental Life Insurance Plans

In addition to the Basic Life Plan and the Manager Life Insurance Plan, you may select additional life insurance for you and for your dependents.

To select any of these additional plans, select the **Edit** button next to the plan(s) in which you are interested and then select the option you want.

For all the plans select **Yes** to access the section of the page with the coverage amount field. There, you will enter the coverage level you are choosing; Child Life Insurance has only one benefit level and no additional information is needed.

The default on all the additional life insurance plans is NO COVERAGE.

Disability Plans

To select **Long Term Disability Insurance Plan**, select the **Edit** button next to the plan you are interested in and then select the option you want. Select **Yes** to access the section of the page with the coverage amount field. There, you will enter the coverage level you are choosing.

Managers may elect **Manager Income Protection Plan**. Select **Yes** to access the section of the page with the coverage amount field

The default on all the disability plans is the level you are currently covered under.

Pre-tax Plans

To select any of the **pre-tax accounts (Medical/Dental Expense Account (MDEA), Dependent Care Expense Account (DCEA) and Transit Expense Account (TEA))** select the **Edit** button next to the account(s) that you wish to elect and then select the option you want. Select **Yes** to access the section of the page with the coverage amount field. There, you will enter the coverage level you are choosing.

Reviewing and accepting your final insurance elections

When you are finished, select the **Continue** button to review your elections. To accept the elections displayed, select the **Accept** button. Your elections will be submitted to SEGIP for processing. All accepted elections are final as of 11:59 p.m. on November 20, 2019.

Warning: Only select the **Continue** button after you have made all your insurance elections and are comfortable with the selections you made. Otherwise, you could lose your elections and have to start over.

Note: A summary of the cost of your choices displays at the bottom of the **Benefits Enrollment Open Enrollment** page. It updates as you continue to make and then store your benefits choices.

Printing your Confirmation Statement

Make sure to print your **Confirmation Statement** after you have accepted your Open Enrollment elections by selecting the **Print Confirmation** button. Your Confirmation Statement is proof that your Open Enrollment benefit changes have been submitted to SEGIP.

SEGIP Service Center

SEGIP Customer Service Specialists and State Program Administrators are here to assist employees with insurance and benefit questions or problems. Call the SEGIP Service Center from 7:00 a.m. to 4:30 p.m., Monday through Friday at **651-355-0100**.

You may speak to any SEGIP Customer Service Specialist if you have a general question.

- Keng Vang
- Dawn Kinnunen

You may ask to speak to your assigned representative for assistance with a specific issue. State Program Administrators are assigned to employee groups by an alphabetical split.

Last Initial	Program Administrator
A-C-E-U-Y-Z	Paru Rajan
B-J-Q	Jeff Grund
D-M	Steve Meyer
F-L-T-X	Heidi Wydra
G-I-N-W	Mary Schiltgen
H-P	Jocelyn Westphall
K-O-R	Tina Blanco
S-V	Brad Reed