It’s easy to manage your benefits online

Quickly access your benefits for Washburn University when you need them – from your desktop, phone or tablet.

You can manage benefits year-round with your online benefits system. Enroll in and update benefits, get benefit details, costs and additional resources — all in one easily accessible place.

Get started:
1. Gather information: Full name, date of birth and Social Security Number for yourself and any dependents over age one. And if your dependent’s address is different from yours, you’ll need that as well.
2. Go to www.washburnbenefits.com
3. Enter your username and password. Or, if you’re a first-time user, select Register to set up your username, password and security questions. Use benefits as the company key.
Enrolling and updating benefits:

During enrollment time, you can enroll in your benefits all at once. Beyond enrollment, there are times you may need to update your benefits information, such as a change in personal information or experiencing a life change—like getting married or having a baby. Now you can update benefits and beneficiaries in one place.

1. Log in to enroll or update benefits. Then follow the prompts and continue through the selection process.

2. Confirm your choices by clicking Approve and I Agree.

3. Note the confirmation number or print the statement for your records.

Forgot your password?

It happens. We’ll have you up and running in no time.

- Go to www.washburnbenefits.com
- Select Forgot your username or password?
- Enter the company key: benefits
- Enter required information, which may include your Social Security Number, date of birth or security phrase.
- Enter and confirm your new password.

Need help?

We’re here for you.

Human Resources at 785-670-1538, benefits@washburn.edu
The Company Key is “benefits”. Complete all of the information. Click Continue.

All fields are required.

If you miss a required field, an error message will appear and allow you to make the correction.
Follow the directions to create your Account.

Please make note of your User Name, Password and the answers to your 3 Security Questions.

Click Continue.
You may now login using your User Name and Password. Click Login.

>Click Continue.
You must agree to proceed.

Benefit Enrollment

As part of your employment you are eligible for health and welfare benefits. This website is our one-stop shop for all your benefits needs.

Start Enrollment

Let’s Get Started

> You must agree to proceed

Getting Started Details

Please read the following information. After you have read the information either accept or decline the agreement by clicking on the appropriate button below. If you agree, you will be directed to the next step. If you decline, you will be returned to the login page and will have to contact your benefits administrator to enter the system.

Consent to do Business Electronically
>Click on Disclaimer (Kansas) and review.
> The document must be opened to continue.
> Click Continue.
>Click on the Washburn University folder.
> The Reference Center is filled with resources.
>Click on each tab under “Your Resources” for additional information.
>Click on “Your Health” for all of your health tools, such as:
  • Contacts and links to coverage providers for Health, Dental and Vision.
  • Helpful Calculators.
  • Flexible Spending links and tools.
  • A Video Library stocked full of informative resources.

>Click on “Mobile Apps” for access to the mobile app.

>Click on “Your Life” for all of your life tools, such as:
  • Contacts and links to coverage providers for Life & Disability.
  • Helpful Calculators.
  • Employee Assistance Program provider.
  • A Video Library stocked full of informative resources.
Let’s Get Started

Your Resources

HR Contact  Life Events Info  ACA Info

email: benefits@washburn.edu
or call: 785-670-1538

MyChoice Mobile App
Click on the “Mobile Apps” tab at the top of this page for more information about the new MyChoice Mobile App.
Let’s Get Started

Getting Started Details

Please read the following information. After you have read the information either accept or decline the agreement by clicking on the appropriate button below. If you agree, you will be directed to the next step. If you decline, you will be returned to the login page and will have to contact your benefits administrator to enter the system.

Consent to do Business Electronically

This Benefits Enrollment system is the property of one or more of the member companies and/or affiliates of the Principal Financial Group®. You may use this system/application to gain access to authorized information only. By Consenting to do Business Electronically, you:

- Consent to do business and to conduct transactions electronically in connection with your Benefits Enrollment with the member companies and affiliates of the Principal Financial Group. This consent applies to all transactions conducted through the Benefits Enrollment system.
- Certify that you are the person identified by that information. If you are not that person and/or you are attempting to access someone else’s information, you are in violation of federal and/or state law and should exit this application now. Suspected violations may be reported to state and/or federal authorities;
- If you are accessing this system/application on behalf of your employer, you certify that you have the appropriate authority to conduct business electronically on behalf of your employer;
- Consent to, and acknowledge that activity through the Benefits Enrollment system may be viewed, monitored and recorded by the Principal Financial Group in order to help prevent and detect potential fraud or other abuse, including unauthorized access to information.

Do you agree?

☑ Yes  ☒ No

Log Out  Continue
Step 1. About You
You will review your personal information and add your date of marriage if adding a spouse to any benefit plans.
You may review the left hand side for your total employee cost. This will update as you choose coverage. The total will also reflect if it is Monthly or Semi-Monthly (Bi-Weekly).

Add your date of marriage if adding a spouse to any benefit plans.
Dependent Information

Please add/edit your dependent information.

If you plan to cover any dependents, you will need to add them here.

It is recommended that you select coverage for any eligible dependents on the following benefit screens. You will only be able to add coverage in the future during your company's open enrollment period or if you experience a qualifying life event.

For dependents over the age of 26, please indicate disability status for the purpose of determining eligibility.

Dependents

No Dependents Listed

+ Add a New Dependent
>Enter all dependent information.
>Click Save Changes.
>If you plan to cover any dependents, you will need to add them here.
>Click Next.
Step 2. Election Information

- Make your medical coverage election choices.
- Select your plan (Base or Buy-Up)
- Continue scrolling down to choose who you would like to cover.
- Review the plan coverage.
- Click Next.
If you elect the High Deductible Health Plan (HDHP), you will be promoted to complete Health Savings Account (HAS) information.
Make your dental coverage election choices.
Select your plan.
Continue scrolling down to choose who you would like to cover.
Review the plan coverage.
Click Next.
Make your vision coverage election choices.
Select your plan.
Continue scrolling down to choose who you would like to cover.
Review the plan coverage.
Click Next.
> Make your coverage election choices.
> Select your plan.
> If you select coverage, you must select the amount from the drop down.
> Review the plan coverage.
> Click Next.
> Make your coverage election choices.
> Select your plan.
> Review the plan coverage.
> Click Next.
Continue through the plan coverage election process.

> Make your coverage election choices.
> Select your plan and coverage level.
> Review the plan coverage.
> Click Next.

**Basic Life**

Most employees have little or no life insurance, which could leave their families with a financial catastrophe if an accident or illness occurs. Your employer felt it was important to offer this coverage as a part of your employee benefits package so your family can be financially protected.

*See Reference Center for additional benefit information

**Select your plan**

- **Principal Group Term Life and AD and D**
  
  Coverage Level: 1x Salary - 100% Company Paid
  
  Election maximum is the lesser of 1x your salary or $50,000.

- **Long-Term Disability**

- **Voluntary Life**

- **Voluntary Spouse Life**

- **Voluntary Child Life**

Next >
Health Care Flexible Spending Account

Please make your flex spending election.

IMPORTANT: You have made an election into a Health Savings Account (HSA) plan which limits how and when you can use your Health Flexible Spending Account (FSA) dollars. You are still eligible to enroll in a FSA, however, it is known as a Limited Purpose Health FSA and may be used for vision and dental expenses only.

Current Year Elections

<table>
<thead>
<tr>
<th>Plan</th>
<th>Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Care Flexible Spending Account (HCFS)</td>
<td></td>
</tr>
</tbody>
</table>

- Make your flex spending election.
- Select your plan.
- Enter the annual amount of your choice.
- Review the plan coverage.
- Click NEXT
Make your dependent care flex spending election.
Select your plan.
Enter the annual amount of your choice.
Review the plan coverage.
Click Next.
>Review the Authorization.
>Click Next.
Beneficiary Information

Please select the beneficiaries for the plans below. To add a new beneficiary click "Add Beneficiary."

When you establish a beneficiary as either Primary or Contingent, please make sure the allocation amount for each type is equal to 100%. A primary beneficiary type is required to complete enrollment. Contingent beneficiaries are optional.

A primary beneficiary is a beneficiary in a will, trust or insurance policy that is first in line to receive named benefits. Primary beneficiaries differ from contingent beneficiaries, in that contingent beneficiaries will only receive benefits if the primary beneficiary has died.

If you are naming a minor child as a beneficiary please complete the Uniform Transfer to Minors Act (UTMA) form found in the Reference Center and return it to your employer.

Total Primary Beneficiary allocation must equal 100%.
Total Contingent Beneficiary allocation must equal 100%.
You may click on ‘Add Beneficiary’ to add a Person or Non-Person(Trust).
Review your beneficiary designation.
Click Next.

Basic Life Designation

<table>
<thead>
<tr>
<th>Beneficiary</th>
<th>Designation</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Jacobs</td>
<td>Primary</td>
<td>100%</td>
</tr>
<tr>
<td>Joe Jacobs</td>
<td>Primary</td>
<td>100%</td>
</tr>
</tbody>
</table>

Primary Total: 100%
Contingent Total: 100%
Step 3. Review

Review Enrollment

Open Enrollment

Please review the following information. After you have verified that all your information is correct, click on the "Approve" button. If you would like to make changes or new selections, simply click on the "Edit" link to the right of the area in which you would like to make the changes.
Confirmation

By selecting "I Agree" you have confirmed your benefit elections for the current plan year.

By selecting "I Disagree" your changes will not be submitted.

*deductions may differ slightly due to rounding.*

*Total employee cost represents the total approved cost of benefits included on the summary. Other benefits not displayed are not included.

The information submitted may be subject to further review and/or approval. The deduction amounts are based on rates and calculations stored in the Benefitsolver system at the time of elections. To verify actual elections and/or deduction amounts, please contact your benefits administrator.

Total Employee Cost: $462.34
Semi-Monthly
You may also Print your Benefit Summary from the Home Page.
> Click Review
> Scroll down and choose Print.
Congratulations!

Let’s Get Started

Your Resources

HR Contact  Life Events Info  ACA Info

e-mail: benefits@washburn.edu
or call: 785-670-1538

Review
Open Enrollment

19 days remaining to enroll

To Do

Open Enrollment - Complete

MyChoice Mobile App

Click on the "Mobile Apps" tab at the top of this page for more information about the new MyChoice Mobile App.